

# VILLAGE OF EAGLE

---

## APPLICATION FOR EMPLOYMENT – MAINTENANCE DEPARTMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

---

### PERSONAL INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Present Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Are you 18 years of age or older?                      YES      NO

Are you either a U.S. citizen or an alien authorized to work in the United States?                      YES      NO

Have you been convicted of a felony within the last seven (7) years                      YES      NO

If Yes, please explain (*Convictions will not necessarily disqualify an applicant from employment*)

---

---

### EMPLOYMENT DESIRED

Position Applied For \_\_\_\_\_ Date You Can Start \_\_\_\_\_

Salary Desired \_\_\_\_\_

Are you currently employed:                      YES      NO                      May we contact your present employer?                      YES      NO

Have you ever been employed with us before?                      YES      NO                      If yes, what dates \_\_\_\_\_

Referred by \_\_\_\_\_

---

### EDUCATION

Highest level completed:    Some HS                      HS/GED                      Associate                      Bachelor                      Master

Last High School attended \_\_\_\_\_ City/State \_\_\_\_\_ Graduation Year \_\_\_\_\_

Last College attended \_\_\_\_\_ City/State \_\_\_\_\_ Major \_\_\_\_\_

Degree(s), if any \_\_\_\_\_ Year Received \_\_\_\_\_

---

# VILLAGE OF EAGLE

---

---

## EXPERIENCE

*Begin with your present or most recent employer first.*

Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Employed From (MM/YY) \_\_\_\_\_ To (MM/YY) \_\_\_\_\_ Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Hours worked per week \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ May we contact? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Job Duties & Responsibilities \_\_\_\_\_

---

Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Employed From (MM/YY) \_\_\_\_\_ To (MM/YY) \_\_\_\_\_ Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Hours worked per week \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ May we contact? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Job Duties & Responsibilities \_\_\_\_\_

---

Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Employed From (MM/YY) \_\_\_\_\_ To (MM/YY) \_\_\_\_\_ Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Hours worked per week \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ May we contact? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Job Duties & Responsibilities \_\_\_\_\_

---

# VILLAGE OF EAGLE

---

---

## GENERAL INFORMATION

Military Experience \_\_\_\_\_

Special Training & Qualifications \_\_\_\_\_

*Check all applicable special skills:*

- NE Water Operator's License (specify grade\_\_\_\_\_)
- NE Wastewater Treatment Operator's License (specify grade\_\_\_\_\_)
- CDL (specify class\_\_\_\_\_)

---

## APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Village of Eagle is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by and written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Village of Eagle.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I must complete the Employment Eligibility Verification Form I-9 by the end of the first day of employment and present required documentation establishing identity and employment eligibility by the end of the third day of employment. I understand, also, that I am required to abide by all laws, rules, and regulations of the Village of Eagle and the State of Nebraska.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# VILLAGE OF EAGLE

---

## SUPPLEMENTAL QUESTIONNAIRE

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

### **MAINTENANCE PERSONNEL PUBLIC WORKS / UTILITIES / GENERAL MAINTENANCE**

#### **PLEASE READ BEFORE COMPLETING:**

The information you provide on this form will be used to further evaluate your training and experience as it relates to the position for which you are applying. This questionnaire is a supplement to your application and is made a part thereof.

#### **PURPOSE STATEMENT**

The job of maintenance is best described as keeping property and/or equipment in good working condition by making necessary repairs in a timely order. Maintenance personnel must be capable of performing various skilled and unskilled tasks to maintain proper operation of the Village water and sewer systems, including the wastewater treatment plant. Additionally, individuals are responsible for all Village infrastructure, i.e., streets, parks, municipal buildings, swimming pool, and any other municipal facilities. Positions are directly accountable to the Village Board and are compensated on an hourly basis upon the employee's ability to handle the various tasks. Heavy manual labor and inclement weather will sometimes be associated with this position.

# VILLAGE OF EAGLE

---

## MAINTENANCE

- 1) This position is primarily full-time, Monday through Friday, from 7:00 a.m. to 4:00 p.m. with occasional weekend and on-call hours. Are you available during all hours?

YES

NO

- 2) Do you have experience in a variety of maintenance, repair and construction activities and in facilities maintenance?

YES

NO

- a. If yes, please list employer(s) and how long you performed these duties:

---

---

---

---

- 3) Do you have experience in electrical and mechanical maintenance?

YES

NO

- a. If yes, please list employer(s) and how long you performed these duties:

---

---

---

---

- 4) Do you have certification or have you received technical training as a maintenance mechanic or technician?

YES

NO

- a. If yes, list where you received your technical training and/or certification:

---

---

---

---

# VILLAGE OF EAGLE

---

## WATER / WASTEWATER

- 1) Do you have a current Nebraska Water Operator's License?  
YES NO
- 2) Do you have a current Nebraska Sewer Operator's License?  
YES NO
- 3) If you answered NO to questions 1 & 2, would you be willing to take the necessary training courses to obtain said licenses?  
YES NO
- 4) Do you have past experience operating a water distribution system?  
YES NO
- 5) Do you have past experience operating a wastewater treatment facility?  
YES NO
- 6) If you answered YES to questions 4) or 5) above, please list employer(s) and how long you performed these duties:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 7) If you answered YES to questions 4) or 5) above, please describe your work experience:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# VILLAGE OF EAGLE

---

## GENERAL

1) Are you legally licensed to operate a motor vehicle in the State of Nebraska?

YES NO

2) If yes, please indicate driver's license number and expiration date:

---

3) Do you have experience in snow removal, i.e. plowing snow or treating streets?

YES NO

4) This job requires some heavy lifting. Are you able to lift over 100 pounds?

YES NO

5) Do you have any restrictions on lifting?

YES NO

6) Do you have any general plumbing experience?

YES NO

7) Do you have any general electrical experience?

YES NO

8) Do you have any general computer experience?

YES NO

9) If you answered YES to any of the questions listed above, please list your work experience:

---

---

---

---

---

---

---

---

---

---