

Reminder! You must submit the general application form in addition to this supplement.

SUPPLEMENTAL FORM TO SUMMER/SEASONAL EMPLOYMENT APPLICATION

CITY OF GREEN BAY DEPARTMENT OF PUBLIC WORKS

*Individuals must comply with City's Residency Policy and **MUST** be at least 18 years of age.
PLEASE PRINT CLEARLY*

NAME: _____

School Residence Address: _____

E-Mail Address: _____

Cell Phone/School Phone _____

1. What is the earliest possible date that you would be available to report to work if hired?

2. Will you be attending school in the fall? Yes _____ No _____

3. What date must you return to school? _____

4. What is the latest approximate date that you would be available to work?
_____ (Labor Day is September 7, 2009)

Please check the area of employment in which you are interested. **Employment may occur anytime between the dates listed below. DPW positions all require the ability to work in varied environmental conditions.**

ENGINEERING DIVISION

Please check the position you want to be considered for:

_____ **Summer Engineering Aide** (May 15 through September 15). Must be enrolled in Engineering program, with preference given to those enrolled in Civil Engineering.

_____ **Seasonal Engineering Aide** (Work up to 180 days between April 1 through December 1). Post high school technical training with some courses in mathematics highly desirable.

- Hours: Field aides 7:30 a.m. – 3:30 p.m.; Office aides 8:00 a.m. – 4:00 p.m. Monday – Friday. (37.5 hrs/week)
- Works with survey and construction crews on staking, grade alignment, brush cutting, measuring, etc.
- Valid driver's license and good driving record required.
- Lifting and carrying up to 50 pounds.
- Salary Range: \$10.95 - \$12.55/hour.

TRAFFIC DIVISION

_____ **Summer Traffic Engineering Aide** (May 15 through September 15)

- Hours: 8:00 a.m. – 4:30 p.m. Monday – Friday (37.5 hrs/week). Depending on traffic counting needs, Aides will need to begin their work day as early as 7:00 a.m. and end it as late as 7:00 p.m. Under these circumstances, they will still only work a normal work period.
- Must be enrolled in Engineering program, with preference given to those enrolled in Civil Engineering.
- Performs traffic counts surveys, collects data for studies and reports, etc.
- Valid driver's license and good driving record required.
- Lifting and carrying up to 50 pounds.
- Salary Range: \$10.45 - \$12.20/hour.

(OVER)

SUMMER MAINTENANCE EMPLOYMENT –DEPARTMENT OF PUBLIC WORKS

NOTE: Employees may be temporarily transferred to another division depending on need.

___ **Operations Division/Street Section** (May 15 through September 15)

- Starting the first Monday after Memorial Day through the Friday before Labor Day work schedule is 4 ten-hour days, 6:00 a.m. to 4:00 p.m. Monday – Friday (40 hrs/week)
- Performs work related to maintenance and construction of streets and other public works facilities, including oiling, crack filling, hot and cold mix patching, and other similar work.
- Assigned to Sanitation Section as needed.
- Valid driver's license and good driving record required.
- Continuous lifting up to 50 pounds
- Salary Range: \$9.50 - \$10.85/hour.

___ **Traffic Division/ Signs & Marking Section** (May 15 through September 15)

- Hours vary 4:00 a.m. to Noon, 5:00 a.m. to 1:00 p.m., or 6:00 a.m. to 2:00 p.m. Monday – Friday (40 hrs/week)
- Loads and unloads material associated with signing, marking and barricading.
- Assists staff with marking streets in live traffic conditions.
- Valid driver's license and good driving record required
- Lifting and carrying up to 50 pounds.
- Salary Range: \$8.00 - \$8.95/hour

___ **Traffic Division/Electrical and Communications Section** (May 15 - September 15)

- Hours: 7:00 a.m. – 3:00 p.m. Monday – Friday (40 hrs/week). Depending on need, Electrical/Communications Section summer employees may work with the Signs and Marking Section under that work schedule.
- Loads and unloads materials associated with traffic signal, street lighting, electrical and radio communications activities.
- Assists electricians and communications technician with shop and field activities including assembly, installation and maintenance of electrical and radio communications equipment.
- Valid driver's license and good driving record required.
- Lifting and carrying up to 50 pounds.
- Salary Range: \$8.00 - \$8.95/hour.

___ **Operations Division/Sanitation Section** (May 15 through September 15)

- Starting the first Monday of June to the last Monday before Labor Day work schedule is 6:00 a.m. to 2:00 p.m. Monday – Friday (40 hrs/week).
- Loads solid waste onto compactor garbage trucks.
- May load brush into a chipper.
- Valid driver's license and good driving record required.
- Continuous lifting up to 50 pounds.
- Salary Range: \$9.50 - \$10.85/hour.

___ **Parking System Division** (May 15 through September 15)

- Hours: 7:00 a.m. – 3:00 p.m. Monday – Friday (40 hrs/week)
- Performs routine cleaning and maintenance of parking areas (ramps, parking lots and parking meters), walkways, stairways, elevators, windows, floors, walls and ceilings of parking facilities and office areas, including sanding, priming and painting varied surfaces and equipment, pressure washing walls, picking garbage, sweeping, and maintaining grass and landscaped areas.
- May wash department vehicles and clean and maintain vehicle interiors.
- Valid driver's license and good driving record required.
- Lifting and carrying up to 50 pounds.
- Salary Range: \$8.00 - \$8.95/hour

CITY OF GREEN BAY
AUTHORIZATION FOR RELEASE OF RECORDS/INFORMATION

This document, when completed, will be used by the City of Green Bay Human Resources Department for the sole purpose of conducting necessary background checks on potential candidates for positions with the City of Green Bay. Retention of this personal data will be kept separate from your application and will remain in the confidential files of the Human Resources Department.

The undersigned hereby authorizes inspection, review, copying and full disclosure of all records concerning myself to any representative of the City of Green Bay, Wisconsin, whether said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of information and records from any source, including, but not limited to the following:

1. Any educational institution.
2. Any business, public utility, financial or credit institution to obtain financial statements, records of loans, credit reports or ratings, or other records.
3. Military records including U.S. Veteran's Administration and Selective Service System.
4. Employment, past employment and pre-employment records including, but not limited to, applications, background reports, complaints or grievances filed by or against me, disciplinary reports or letters, performance evaluations, supervisors' comments, wage rates, and work records.
5. Records and recollections of attorneys at law, or other counsel representing me or any other person in any case, criminal or civil, in which I presently have, or have had, an interest.
6. Any public or private social service agency.
7. Friends, relatives, and neighbors.
8. Juvenile records.

I understand that any information obtained directly or indirectly pursuant to this release will be considered in determining my suitability for employment or in connection with continued employment.

I release any individual, institution, or organization, including its officers, employees, and related personnel both individually and collectively, from any and all liability for damages of whatever kind relating to the disclosure of this information.

This consent shall remain in effect for one year from this date or the duration of my employment or whichever is longer.

A photocopy of this Authorization shall be considered as valid as the original.

Signed this _____ day of _____, _____

Signature

Print Name

Please complete reverse side.

**PLEASE PRINT
CLEARLY**

Position Applied for: _____

Department: _____

Legal Name _____
(Last) (First) (Middle Name)

Address _____
(Street) (City) (State) (Zip)

Former Name(s): _____

Former State(s) of Residence:

_____	_____
State	Dates resided (from/to)
_____	_____
State	Dates resided (from/to)
_____	_____
State	Dates resided (from/to)

Date of Birth _____ Place of Birth _____

Male Female

Social Security Number: _____

Driver's License Number: _____

Please return to the Human Resources Department

Please complete reverse side.

For Office Use Only:

Background check requested on _____ by _____ for _____
(Date) (Analyst)