Village of Mason

PO Box 44
Mason, WI 54856

Application for Employment

The Village of Mason is an equal opportunity employer.

We consider applicants for all positions without regard to race, color, creed, sex, national origin, age, ancestry, marital status, the presence of a non-job related medical condition or disability, sexual orientation, arrest record, conviction record, membership in the National Guard, state defense force, or any other reserve component of the military forces of the United States or this state, or the use or non-use of lawful products off the employer's premises during non-working hours, or any other legally protected status.

APPLICANT INFORMATION

Last Name:	First:	M.I.
Street Address:	Apartment/Unit #:	
City:	State:	ZIP:
Phone:	E-mail Address:	
Position Applied for:	Date Available:	

General Information

1. In case of an emergency, notify:
2. Have you filed an application here before? YES ☐ NO ☐
3. Are you willing to work evenings? YES ☐ NO ☐
4. Are you willing to receive special training for this position? YES ☐ NO ☐
5. Do you have a valid Wisconsin Driver's license? YES ☐ NO ☐ — License #:
6. Have you ever been convicted of a felony within the last seven years? YES ☐ NO ☐
7. Do you have any criminal charges pending, other than minor traffic violations? YES ☐ NO ☐
   (Pending criminal charges are not an automatic bar to employment. Each case is considered on its merits.)
8. CDL License, other licenses, or Certification/s held:
9. Are there any other experiences, skills or qualifications which you think would especially qualify you for employment with the Village?

Please list two professional/personal references (not relatives)

Full Name		
Company		Phone:
Address		
Full Name		
Company		Phone:
Address		

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Employment History			
Company Name:			
Address:			
City, State, Zip:			Phone:
Job Title:		Specific Duties:	
Employment	From:		To:
Reason for Leaving:			
Company Name:			
Address:			
City, State, Zip:			Phone:
Job Title:		Specific Duties:	
Employment	From:		To:
Reason for Leaving:			

May we contact the employers listed? YES ☐ NO ☐

If no, indicate the one/s you do not wish us to contact:

Certification

I certify that the information given by me on this application is true and correct and without omissions to the best of my knowledge. I understand and agree that any misrepresentation or deliberate omission of a fact during the application process may result in a rejection of my application or, if employed, a termination from employment.

I further understand the Village will make a thorough investigation of my entire work history and may verify all data given in my application for employment, related papers, or oral interviews. I consent to the authorized information requested by the Village or its agents and release from liability any person giving or receiving any such information.

I agree that my employment may be terminated by the Village at any time during probation without liability for wages or salary except such as may have been earned at the date of such termination unless otherwise agreed to in writing.

Although Village management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime or work schedules other than usual work hours as business needs dictate. I understand and accept these conditions of employment, if hired for a full-time position.

Receipt of the application by the Village for consideration does not constitute a promise to interview, to offer or an offer of employment with the Village of Mason. I also understand that the Village does not accept personal resumes alone for consideration in the employment process and will consider this application as completed, along with a resume if submitted, when reviewing candidates for an employment vacancy.

I further understand that I may be asked to undergo physical examination, including substance abuse screening, prior to an appointment to a position with the Village of Mason. Refusal to participate will result in the rejection of my application.

Signature:_____ Date:_____

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Job Description

Role and Responsibilities

To maintain and operate the Village sewer system, which will include some manual labor and operating of equipment.

- Ensure environmentally responsible wastewater treatment and discharge, including routine testing, monitoring and recording plant operations as per DNR requirements.
- Repair and maintain sewer system, including mains and pumps.
- Assist in maintaining the general cleanliness and maintenance of buildings and grounds
- Comply with all DNR requirements and reports.

Qualifications and Education Requirements

- To obtain Wis Dept of Natural Resources Wastewater Treatment Plant Operator Basic certification and maintain continuing education credits for certifications within two years.
- Knowledge and use of proper safety procedures in all environments
- Be skilled in written and oral communication, including required computer software
- Ability to organize work effectively and efficiently.
- For more information, see the DNR website https://dnr.wisconsin.gov/topic/opcert/wastewater.html

Preferred Skills

- Knowledge and a valid driver's license to operate pickup trucks and other equipment
- Ability to fill out time reporting sheets and other required written reports
- Must be able to work well with other personnel and/or alone

Wages - Employee earns up to $25/hour depending on qualifications. Employee may work a maximum of 20 hours/week unless approved by the Board

Additional Notes

Employee must be 18 years of age or older.

Reviewed By:		Date:
Approved By:		Date: