

**Borough of White Oak
Public Works Department
Full Time Operator Position**

The Borough of White Oak is seeking a qualified individual for a Full Time Public Works Operator position within in the Public Works Department. The position reports directly to the Public Works Foreman.

The position includes but not limited to the maintenance of roadways, storm sewers, park facilities including a public pool, buildings and grounds, winter road maintenance operations, equipment and vehicle fleet management, and other duties as assigned. The nature of this work requires physical effort and extended periods of manual labor.

The applicant should have experience operating medium to heavy duty trucks with a trailer as well as operating larger equipment including, brush chippers, leaf vacuum, backhoe, front end loader, large tractors and mowers, asphalt paver and rollers.

Applicants will also be required to submit to a pre-employment drug screen, physical and background check. Successful applicants will be required to pass a basic skills test and driving test prior to an offer of employment. Position requires, at minimum, a valid PA Commercial Driver's License Class B with an air brake endorsement, Class A preferred.

This is a Union position with salary based on the current Collective Bargaining Agreement which includes an excellent benefit package with paid holidays, vacation, personal and sick time. White Oak Borough is an EOE.

Applications can be obtained at the White Oak Borough Municipal Building. Interested candidates should send an application and/or resume with references to John Palyo, Borough Manager, 2280 Lincoln Way, White Oak, PA 15131. Applications will be accepted until the position is filled.

WHITE OAK BOROUGH
2280 Lincoln Way, White Oak, Pennsylvania 15131 + (412) 672-9727

APPLICATION FOR EMPLOYMENT

White Oak Borough is an Affirmative Action and Equal Opportunity employer. Various federal, state, and local laws prohibit discrimination based on race, color, religion, sex, age, national origin, disability, or veteran's status. It is the policy of White Oak Borough to comply fully with applicable law, and information requested on this application will not be used for any purpose prohibited by law.

(PLEASE PRINT)

Date of Application _____

Position(s) Applied For _____

Referral Source: Advertisement Friend Other _____
 Employment Agency Relative

NAME _____
Last First Middle

ADDRESS _____
Number & Street City State Zip

PHONE: () _____ SOCIAL SECURITY # _____
Area Code

Have you filed an application here before? Yes No
If YES, indicate date: _____

Have you been employed here before? Yes No
If YES, indicate dates: From: _____ To _____

Are you a citizen of the United States? Yes No
(Proof of U.S. citizenship or immigration status will be required if hired.)

Are you available for work: Full-time Part-time Shift Work

Are you on layoff and subject to recall? Yes No

Can you travel if the job requires it? Yes No

Do you have any relative working here? Yes No
If YES, List Names: _____

Have you been convicted of a felony within the last seven (7) years? Yes No
If YES, Explain: _____

Do you have a vehicle operator's license? _____ Yes No

(Proof of license may be required if hired, dependent open position.)

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EDUCATION

	ELEMENTARY	HIGH SCHOOL	COLLEGE	GRADUATE/ PROFESSIONAL
SCHOOL NAME & CITY				
YEARS COMPLETED				
DIPLOMA OR DEGREE	N/A			
COURSE OF STUDY	N/A			

Describe any specialized training, skills or activities you have which are pertinent to this position:

EMPLOYMENT

List each job held. Start with your current or most recent job including military service. If you have not worked, include any volunteer activities, but exclude groups that indicate race, color, religion, sex or national origin. If you need additional space, please attach a separate sheet of paper.

Employer	Dates Employed _____ From: _____ To: _____
Address	Salary or Hourly Rate _____ Starting: _____ Ending: _____
Telephone No.	Reason for Leaving
Supervisor	
Job Title	

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Address	Salary or Hourly Rate _____ Starting: _____ Ending: _____
Telephone No.	Reason for Leaving
Supervisor	
Job Title	

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May we contact above employers? Yes No

Summarize any special skills or qualifications acquired from previous employment or experience, which would be applicable to this position:

REFERENCES

List names, addresses, and phone numbers of three references not related to you.

1. _____
2. _____
3. _____

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STATEMENT

I certify that the information provided herein is true and complete to the best of my knowledge.

I authorize investigation by the Borough of all information and references contained in this Application for Employment as may be necessary in arriving at a decision concerning my employment. I hereby release the Borough, its agents and representatives, from any and all liability for such investigation and all previous employers, companies/corporations, organizations, and other persons for cooperating with such investigation. If my position is non-union, I acknowledge and agree that my employment shall be at-will. This means I may terminate my employment at any time, for any reason, with or without cause, and the Borough may terminate my employment at any time, for any reason, with or without cause.

In the event of employment, I understand that any false or misleading information, statements, or representations given in my application or interview(s) will result in my discharge at any time. I also understand that I am required to abide by all policies, procedures, rules, and regulations of the Borough.

SIGNATURE

DATE
