

City of Muscle Shoals

2010 Avalon Avenue • Muscle Shoals, Alabama 35661
Post Office Box 2624 • Muscle Shoals, Alabama 35662-2624
(256) 383-5675 • Fax: (256) 386-9201 • www.cityofmuscleshoals.com

Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Instructions: Complete all information. Please complete insert if enclosed. Be sure to sign and date the application. MUST use ink on this application.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Last Name		First Name		Middle Name	
Address	Street	City	State	Zip Code	
Telephone Number(s)			Social Security Number (Optional)		
E-Mail Address					

POSITION APPLYING FOR: _____

May we contact your present employer? ☐ Yes ☐ No

Have you filed an application or been employed here before? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status will be required upon employment.) ☐ Yes ☐ No

Are you available to work? ☐ Full time ☐ Part time ☐ On Shifts

Are any of your relatives employed with the City of Muscle Shoals? ☐ Yes ☐ No

If yes, list name(s) _____

Have you been convicted of a felony? ☐ Yes ☐ No

If yes, please explain _____

Have you ever been convicted or arrested for any reason other than a minor traffic violation? ☐ Yes ☐ No

Are you on lay-off and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name of School	City and State	Year Graduated	Course of Study	Course or Degree
High School					
College					
College					
Vocational					
Other (Specify)					

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Give name, address and phone number of three references not related to you.	
Name	Address and/or Phone Numbers

Employment Experience

THIS SECTION MUST BE COMPLETED EVEN WITH RESUME ATTACHED.

List each job held. Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status.

1

Current or Last Employer	Dates Employed		Work Performed
	From	To	
Telephone Number(s)			
Job Title	Salary (Optional)		
Supervisor (Include first and last name)			
Reason for Leaving			

2

Previous Employer	Dates Employed		Work Performed
	From	To	
Telephone Number(s)			
Job Title	Salary (Optional)		
Supervisor (Include first and last name)			
Reason for Leaving			

3

Previous Employer	Dates Employed		Work Performed
	From	To	
Telephone Number(s)			
Job Title	Salary (Optional)		
Supervisor (Include first and last name)			
Reason for Leaving			

4

Previous Employer	Dates Employed		Work Performed
	From	To	
Telephone Number(s)			
Job Title	Salary (Optional)		
Supervisor (Include first and last name)			
Reason for Leaving			

Agreement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of all statements contained in this application as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

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, also, that I am required to abide by all rules and regulations of the City of Muscle Shoals.

Signature of Applicant

Date

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

FOR HUMAN RESOURCE DEPARTMENT USE ONLY - DO NOT WRITE BELOW

Initial

Complete ☐
Incomplete ☐

Scheduled Agility Test

Date: _____ Time: _____

Scheduled Interview

Date: _____ Time: _____

Additional Interview

Date: _____ Time: _____

Notes: _____

Employed ☐ Yes ☐ No

Date of Employment _____

QUESTIONNAIRE FOR TRUCK DRIVER APPLICANT
(PLEASE RETURN WITH YOUR APPLICATION)

- Do you understand that any offer of employment is conditional upon a physician's certification of your fitness for duty based upon job-related criteria?

Yes _____ No _____

- Do you understand that any offer of employment is conditional upon a successful completion of controlled substance testing?

Yes _____ No _____

- **A VALID CLASS A NON RESTRICTED DRIVER LICENSE IS REQUIRED.**

Do you meet this requirement?

Yes _____ No _____

- **PLEASE INCLUDE DRIVER LICENSE NUMBER AND EXPIRATION DATE IN THE SPACES INDICATED BELOW:**

DRIVER LICENSE NUMBER _____

EXPIRATION DATE _____

- **HIGH SCHOOL DIPLOMA OR GED IS REQUIRED.**

Do you meet this requirement?

Yes _____ No _____

- **PLEASE ATTACH COPY OF YOUR DIPLOMA OR GED CERTIFICATE WITH APPLICATION.(COLLEGE DIPLOMA WILL BE ACCEPTED.) ALSO, COPY OF HIGH SCHOOL OR COLLEGE TRANSCRIPT IS ACCEPTED.**

- Is any member of your or your spouse's immediate family (defined by the Civil Service Board's Personnel Policies and Procedures as spouse, parent, child, brother, sister, grandparent, grandchild, aunt, uncle, nephew, niece) employed in the department for which you desire consideration?

Yes _____ No _____

If Yes, please name: _____

- **DO YOU UNDERSTAND THAT YOU MUST COMPLETE ALL INFORMATION ON YOUR APPLICATION AND ATTACHMENT OR IT WILL NOT BE CONSIDERED?**

Yes _____ No _____

I certify that answers given herein are true and correct to the best of my ability. I also understand, that in the event I am employed, that false or misleading information given on this form may result in my discharge.

Signature of Applicant

Date

BACKGROUND REPORT DISCLOSURE STATEMENT

Please read the information on this form carefully. It describes your rights as a consumer.

City of Muscle Shoals uses Risk Mitigation Services, Inc. to conduct background investigations as part of its employment process. Such background investigations are covered by Section 603 of the federal Fair Credit Reporting Act (FCRA) and are termed "consumer reports" and/or "investigative consumer reports". Risk Mitigation Services, Inc. is a "Consumer Reporting Agency" (CRA) covered by the FCRA. City of Muscle Shoals uses the background reports provided by Risk Mitigation Services, Inc. for employment, continued employment, volunteer status, or promotion purposes. City of Muscle Shoals will procure the report from:

Risk Mitigation Services, Inc.,
PO Box 2129
Muscle Shoals, AL 35662
Tel. 866-383-1180
www.riskmitigation.us

Under Section 603 of the FCRA, a consumer report or consumer investigative report is an independent investigation of your background, which may include information regarding your "character, general reputation, personal characteristics, or mode of living." The background report that Risk Mitigation Services, Inc. provides may contain information about your driving record, civil and criminal legal and court records, criminal conviction records, education, professional or employment-related credentials, credit history, identity, locations and addresses where you have lived, Social Security number, education history, previous employment, and other public records.

The FCRA requires that if City of Muscle Shoals denies you employment, continued employment, volunteer status, or promotion as a result of information contained in a background report, you must be provided with a copy of the report, a summary of your rights under the FCRA, the name, address, and telephone number of the consumer reporting agency that furnished the report and given a reasonable opportunity to respond to disputed information contained in the report.

I hereby consent to your obtaining the above information from Risk Mitigation Services, Inc.

First Name (please print)	Middle Name	Last name
Signature		Date

Social Security Number: _____ *Date of Birth: _____

Driver's License Number: _____ DL State: _____

Daytime Telephone Number: _____

International Applicants

International Government ID: _____
ID# Country of Origin

International Address: _____
Physical Address

City/Province/Country

*Without this information, we will be unable to properly identify you in the event we find adverse information during the course of the background check.

IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION
ACKNOWLEDGMENT AND AUTHORIZATION

USA Applicants Only: I acknowledge receipt of the BACKGROUND CHECK DISCLOSURE STATEMENT and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents.

Applicants with Personal Data from Outside the USA Only: I acknowledge receipt of the DATA PRIVACY NOTICE and certify that I have read and understand the document.

I hereby freely authorize release to City of Muscle Shoals of consumer reports and/or investigative consumer reports as part of its evaluation of my application for employment, continued employment, or promotion. I also authorize disclosure to City of Muscle Shoals and/or to Risk Mitigation Services, Inc. or its agents information that City of Muscle Shoals deems pertinent to its consideration of my application for employment, continued employment, or promotion, including but not limited to my employment history, earning history, education (transcripts), motor vehicle driving licensure and record, criminal history, credit history, public records, records of administrative adjudications, by any individual, corporation or other private or public entity, including without limitation the following: employers; learning institutions, including colleges and universities; law enforcement agencies; federal, state and local courts; the military; motor vehicle records agencies; credit bureaus, and other applicable sources. These reports may contain information regarding your use of social media, the content that you contribute to social media, and any other publicly-available information about you on the internet. Social media include, but are not limited to, social networking websites (e.g., Facebook, MySpace), professional networking websites (e.g., LinkedIn), video-sharing websites (e.g., YouTube), image-sharing websites (e.g., Flickr), blogs, wikis, virtual worlds, and personal websites.

In accordance with the host nation's laws and the laws applicable to me depending on my location regarding the release of information, I authorize the release and transmittal of information from any country to the above listed parties, their clients, and/or their agents or vendors located in any country, including countries outside the European Union that may have a different level of data protection or inadequate data protection laws as defined by the European Commission.

I understand this authorization will apply throughout my employment status to the extent permitted by law, unless revoked or canceled by sending a signed revocation letter or statement to City of Muscle Shoals. I understand to the extent allowed by law, information contained in my job application or that I have otherwise disclosed before, during, or after my employment, if any, may be used to obtain consumer reports and/or investigative consumer reports.

I understand that providing false information or omitting material information on my employment application materials or as part of the employment process is grounds for rejecting employment, or terminating employment, whenever discovered.

This Authorization form, in original, faxed, photocopied, or electronic form, will be valid for any reports that City of Muscle Shoals may request. The following is my true and complete legal name and all information is true and correct to the best of my knowledge.

New York Applicants Only: Upon request, you will be informed whether or not a consumer report was requested by Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of ARTICLE 23-A OF THE NEW YORK CORRECTION LAW.

New York City Applicants Only: You acknowledge and authorize Company to provide any notices required by federal, state or local law to you at the address(es) and/or email address(es) you provided to the Employer.

Minnesota and Oklahoma Applicants Only: Please check this box, if you would like to receive a copy of a consumer report, if one is obtained by Company.

Washington State Applicants Only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Printed Name: _____

Signature: _____ Date: _____

CITY OF MUSCLE SHOALS JOB DESCRIPTION

Title: Truck Driver

Dept: Public Works

Job Analysis conducted: February 2005

Note: Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Street Foreman; Crew Leader

Subordinate staff: None

Other internal contacts: Other Public Works Employees

External Contacts: General Public; Utility Boards

Job Summary

Under the direction of the crew leader or street foreman, the employee may be assigned to drive a sanitation truck on sanitation routes or be assigned to drive dump truck and pick up trucks in support of street maintenance activities. Performs pre-trip inspections on assigned vehicles.

Job Domains

(*indicates essential functions in accordance with the ADA)

A. Truck Driving

1. *Meets with supervisor, receives information and special instruction for the day.
2. *Ensures that dump truck is properly loaded before driving.
3. *Drives dump truck to transport asphalt, rocks and brush.
4. *Ensures crew assigned to sanitation is assembled and all tools are loaded.
5. *Drives sanitation truck along assigned route; observes all traffic rules and regulations; maintains safe speed with men on back of truck.
6. *May assist crew with collection procedures when necessary.

7. *Checks and watches worker on back of truck and takes precautionary measures to ensure safety.
8. *Watches for approaching cars when waiting and ensures that flashers are working.
9. *Drives vehicles to landfill when filled to capacity.
10. *Operates controls to ensure all garbage is removed from truck at landfill.
11. Operates PTO switch at each garbage pickup stop.
12. *Reports location of garbage containers that require repair or replacement to the office manager.
13. Drives lowboy to transport heavy equipment.
14. *May drive and operate knuckle boom truck on assigned route.
15. *Drives pickup truck and flat bed truck to transport supplies and equipment.

B. Street Maintenance

1. Performs cleanup duties after severe weather.
2. Assists equipment operators to install drainage pipes; maneuvers and locks concrete culvert pipe in place.
3. Pours concrete and assists in building catch basins.
4. Operates chain saw to cut down trees and limbs and perform tree trimming.
5. Flags traffic during road maintenance and construction.
6. Uses shovel to clean out culverts.
7. Uses shovel and rake, hot and cold mix asphalt to patch potholes in the streets.
8. Installs, replaces and maintains traffic control signs when necessary.
9. *Drives and operates sand spreader.
10. Cleans out culverts.
11. Drives water truck as needed.

C. Vehicle Maintenance

1. *Performs pre-trip inspection of assigned vehicle; checks gas, oil and fluid levels.
2. *Inspects condition and air pressure of truck and trailer tires; checks lights on vehicles and trailers to ensure they work, makes any corrections prior to leaving parking area.
3. *Checks transmission fluids, wipers, power steering, battery, hydraulics, and brakes.
4. May grease lifts on garbage truck.
5. *Checks for loose bolts, broken hose, damaged belts, leaks, and debris underneath truck.
6. *Starts and operates vehicle, listens for unusual sounds which may be a sign of mechanical problems.
7. Reports problems to assistant director and has work order filled out.
8. Completes weekly inspection checklist and forwards to assistant director.
9. *Ensures cab of vehicle is clean and free of trash prior to beginning assigned route.

10. *Fills fuel tank as needed.
11. *Washes, sanitizes and waxes vehicle as required.

Knowledge, Skills and Abilities

(Any item with an asterisk can be taught on the job)

1. General knowledge of maintenance and repair of light trucks and dump trucks.
2. *Knowledge of the city, its buildings and streets.
3. *Knowledge of city and department rules, regulation, policies and procedures.
4. Ability to effectively communicate with co-workers, supervisors and the general public.
5. Ability to understand and to follow specific instructions.
6. Ability to perform heavy manual labor for extended periods under extremes of weather conditions.
7. Ability to read signs and directions.
8. Driving skills to safely operate vehicles, garbage, dump, trash and recycling trucks.
9. Ability to use simple hand tools to make minor repairs.

Other Characteristics

1. Possess a high school diploma or its equivalency.
2. Any combination of education and experience which provides the necessary qualifications listed above will be considered.
3. Possess a valid Class A CDL and a driving record that meets the city's insurance carrier's coverage requirements
4. Ability to work overtime, nonstandard hours, weekends and holidays when necessary.




Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals; etc. employees may be required to use protective clothing or gear such as masks, coats, boots, and goggles.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items. The work may require specific, but common physical characteristics and abilities such as above-average agility and dexterity

Approval

  
Name Title Date