

## COLLEGE STUDENT SUMMER JOB DESCRIPTION

- Must be a high school graduate planning to be in school in the fall
- Must have a valid Ohio driver's license
- Must be able to perform physical labor. Duties may include painting, flagging traffic, patching asphalt roads, sign repair/replacement, mowing and any other duties associated with the department.
- Employment is for a maximum of two summers and a maximum of fourteen weeks per summer. Students who perform satisfactorily in the first summer will automatically be invited back for the second summer. Start date and end date for employment is adjustable depending on the student's schedule.
- Safety equipment is supplied by the County. The student will need to have leather work boots (no tennis shoes) and comply with our safety rules (no shorts, no dangling jewelry, etc.)
- 2018 pay rate is \$9.25 per hour for first year students and \$10.25 per hour for second year students. Holidays are paid if student is on payroll at the time. No social security is deducted from the pay; however, a deduction for Public Employees Retirement System (PERS) is taken. This PERS deduction can be returned to the student by application to PERS three (3) or more months after final work date (with a minimal penalty for withdrawal). In addition, a Medicare deduction is taken.
- Normal summertime work week is 4 ten hour days - Monday thru Thursday from 6:30 am to 4:30 pm.
- Please be aware that you will be subject to random and/or scheduled drug and alcohol testing as a condition of summer employment.

Joe Bachman  
Tuscarawas County Engineer  
832 Front Avenue SW  
New Philadelphia, OH 44663  
(330) 339-6648

TUSCARAWAS COUNTY ROAD & BRIDGE DEPARTMENT  
APPLICATION FOR EMPLOYMENT

**Personal Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ County: \_\_\_\_\_

Are you 18 years or older? \_\_\_\_\_

Are you willing and able to work overtime and at times other than regular business hours? \_\_\_\_\_

**Employment Desired**

Position (s) applied for:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Can you perform the essential functions of the position for which you are applying with or without reasonable accommodation? \_\_\_\_\_  
\_\_\_\_\_

Do you possess a Commercial Driver's License? \_\_\_\_\_  
If so, what classification? \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_

Minimum salary expected? \_\_\_\_\_

**Education**

Type	Name & Address	Circle last year completed	Did you graduate?	Subjects Studied & Degree (s) Received
Grammar School		1 2 3 4 5 6		
High School		7 8 9 10 11 12		
College		1 2 3 4		
Post Graduate		1 2 3 4		

**Employment History**

(list most recent first, include relevant military history)

Name of Employer \_\_\_\_\_ Telephone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Your Job Title \_\_\_\_\_

Briefly describe your duties and responsibilities: \_\_\_\_\_

Types of machines, equipment or vehicles operated: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

Name of Employer \_\_\_\_\_ Telephone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Your Job Title \_\_\_\_\_

Briefly describe your duties and responsibilities: \_\_\_\_\_

Types of machines, equipment or vehicles operated: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

Name of Employer \_\_\_\_\_ Telephone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Your Job Title \_\_\_\_\_

Briefly describe your duties and responsibilities: \_\_\_\_\_

Types of machines, equipment or vehicles operated: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

Name of Employer \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Your Job Title \_\_\_\_\_

Briefly describe your duties and responsibilities: \_\_\_\_\_

Types of machines, equipment or vehicles operated: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

List the employers we may NOT contact for a reference: \_\_\_\_\_

**References**

(Please list 3 individuals whom we may contact for a professional reference, excluding relatives)

Name	Address	Telephone #
1. _____	_____ _____ _____	_____
2. _____	_____ _____ _____	_____
3. _____	_____ _____ _____	_____

**Other**

Can you drive a vehicle with standard shift? \_\_\_\_\_

Have you worked with farm tractors and equipment? . If yes, how many years? \_\_\_\_\_

What field are you studying in college? \_\_\_\_\_

**APPLICANT'S AGREEMENT AND RELEASE**

I certify that I have read and understand the information requested on this application and that the answers given by me on the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief.

I understand that any false information, omissions or misrepresentations of fact called for in this application may result in rejection of my application or immediate discharge at any time during my employment. I understand that, as a condition of initial or continued employment, I agree to submit to such lawful examinations, medical or substance abuse or other examinations as may be required by the Tuscarawas County Engineer.

I authorize the Tuscarawas County Engineer and/or its agents, including consumer reporting bureaus to verify any of this information by searching appropriate information and record sources. I authorize all employers (unless restricted on page 3 of this application), persons, schools, companies, law enforcement authorities and state agencies to release any information concerning my background and hereby release those parties from any liability whatsoever for issuing this information. I further release the Tuscarawas County Engineer of any and all claims of action arising out of the Employer's efforts to verify the information I have provided in this application and/or its determinations of my qualifications and abilities.

I confirm that I meet all requirements as stated on the job posting(s) or job descriptions for the positions(s) for which I am applying. I am further able to perform all the essential duties of the position(s) as listed in the Position Descriptions with or without reasonable accommodation.

I understand and agree that, as a condition of my employment, I shall meet and maintain all required standards of my position which involve certification, registration, licensure and/or training. I further understand that I may be required to enroll in courses and/or other training at my own expense in order to maintain the standards of my position.

I grant permission to have this application and enclosures duplicated and to be distributed to the employees of the Tuscarawas County Engineer responsible for initial screening, interviewing, recommending applicants for employment and to other employees responsible for personnel records and reports.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Tuscarawas County Engineer is an equal opportunity Employer. It does not discriminate on the basis of age, race, color, religion, sex, disabilities, national origin or other illegal reasons.