

# City of COOK

## ADDENDUM TO EMPLOYMENT APPLICATION

APPLICANT'S NAME: \_\_\_\_\_

POSITION APPLIED FOR: Maintenance Technician/Public Works Assistant

Completion of this addendum is required as part of the City's hiring process in order to more accurately evaluate your qualifications for the position. Fully describe the tasks and duties you performed in previous positions. Do not list "see application" or "see resume" as a response to any of the following.

**\*\*\*Use back side or additional sheets as necessary\*\*\***

### A. Formal Education and Training

1). Do you have a high school diploma or equivalent? YES NO

If yes, list high school or GED-granting entity:

Institution: \_\_\_\_\_

Degree: \_\_\_\_\_

2). Do you have any post-secondary job-related training/education? YES NO

\*\*\*Please list any job-related courses as well as seminars/workshops/other training in the space below.\*\*\*

### B. Do you have at least three years of experience in equipment operation or maintenance?

YES NO

Note: The experience you considered for the above must be clearly specified in your employment application.

### C. Do you have a Class B or higher commercial driver's license? What current endorsements do you have?

YES NO

### D. Can you pursue and obtain the required water & wastewater licenses? (Formal and on-the-job training is provided by the City)

YES NO

### E. Can you comply with the on-call and call-back

\*For part-time or volunteer work, specify the average number of weekly hours you worked

requirements for this position?

YES

NO

\*For part-time or volunteer work, specify the average number of weekly hours you worked

1. List any experience in with performing warm-weather, outdoor maintenance activities (e.g. asphalt work, concrete work, gravel work, building & HVAC maintenance, grounds maintenance, street maintenance, outside painting, brick work, etc.). Please describe your actual works tasks and what facilities & structures you worked on.

<b>Employer</b>	<b>Job Title and Duties</b>	<b>Full/part-time*</b>	<b>Dates Performed (MM/YY)</b>
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2. List any experience in with performing cold-weather, outdoor maintenance activities (e.g. snow plowing and removal, ice control, etc.). Please describe your actual work tasks and what facilities & structures you worked on.

<b>Employer</b>	<b>Job Title and Duties</b>	<b>Full/part-time*</b>	<b>Dates Performed (MM/YY)</b>
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3. List your specific experience operating and maintaining major pieces of equipment (e.g. dump truck, plow truck, water truck, sweeper, backhoe, skidsteer, grader, tractors, etc.).

<b>Employer</b>	<b>Job Title and Duties</b>	<b>Full/part-time*</b>	<b>Dates Performed (MM/YY)</b>
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4. List your specific experience operating and maintaining machines, tools, and smaller pieces of equipment (e.g. jackhammer, jetter/vac, lawn mowers, shovels, hand and power tools, etc.).

<b>Employer</b>	<b>Job Title and Duties</b>	<b>Full/part-time*</b>	<b>Dates Performed (MM/YY)</b>
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\*For part-time or volunteer work, specify the average number of weekly hours you worked

5. List your experience working with water and sewer line maintenance and/or construction, carpentry/building construction, and mechanic/engine repair/welding.

<b>Employer</b>	<b>Job Title and Duties</b>	<b>Full/part-time*</b>	<b>Dates Performed (MM/YY)</b>
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6. List your experience in responding to urgent and emergency situations.

<b>Employer</b>	<b>Job Title and Duties</b>	<b>Full/part-time*</b>	<b>Dates Performed (MM/YY)</b>
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7. List your experience performing duties such as inspecting various systems/equipment/machinery; troubleshooting/problem-solving for operation, maintenance & repair needs; and determining specific work priorities & methods.

<b>Employer</b>	<b>Job Title and Duties</b>	<b>Full/part-time*</b>	<b>Dates Performed (MM/YY)</b>
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\*For part-time or volunteer work, specify the average number of weekly hours you worked