

## CITY OF MILFORD HUMAN RESOURCES DEPARTMENT OPEN COMPETITIVE EXAMINATION

TO: All

FROM: Tania R. Barnes, Director

SUBJECT: Job Opening

DATE: December 16, 2016 January 13, 2017

Please note: The deadline for applying for this position has been extended to Friday, January 27, 2017

#### NOTICE TO ALL APPLICANTS:

This opening is available to all City employees\* and the general public.

POSITION: FOREMAN\*\* – Sanitation Division, Department of Public Works.

REQUIREMENT(S): Graduation from an accredited high school or GED and five (5) years of experience in planning, coordinating, inspecting and scheduling work, preferably in refuse collection, public works, logistics, transportation management, construction management, or trucking industry, including three (3) years of supervisory experience OR a satisfactory combination of training, education and experience. Proven ability to handle customer service situations under pressure in a professional and courteous manner. Knowledge of effective and efficient methods and procedures for scheduling collections and for collecting and disposing of garbage, other wastes, and recyclables. Knowledge of modern practices and standards for recycling programs. Basic computer skills and general knowledge of Microsoft applications. Physical strength and agility to do strenuous laboring tasks under varying weather conditions. Excellent verbal and written communications skills. Strong ability to make decisions and resolve problems. Possession of a valid Connecticut CDL A or B license, without airbrake restriction (or ability to obtain one within 3 months of hire) with a personal and business driving record that meets standards and insurance requirements.

SCOPE OF EXAMINATION: Oral examination weighted 50%. Qualified applicants who receive a passing score of at least 70% on the oral examination will then be ranked according to their education, training, and experience as indicated on Application Supplement #16-13 and weighted 50%. Applicants are urged to carefully complete the application form and supplement, listing all related training and/or work experience.

FILING REQUIREMENTS: Interested candidates should submit the fully completed Application for Employment, Application Supplement #16-13, resume, and cover letter to the City of Milford, Human Resources Department, 2<sup>nd</sup> Floor, 70 West River Street, Milford, Connecticut or email same to <a href="mailto:lpisacane@ci.milford.ct.us">lpisacane@ci.milford.ct.us</a>. A complete job description, application forms and Application Supplement #16-13 may be obtained by visiting <a href="https://www.ci.milford.ct.us">www.ci.milford.ct.us</a>. Click on Services, then Jobs, then Sanitation Foreman. Application materials must be received no later than Friday, January 13, 2016. Application materials must be received no later than Friday, January 27, 2016.

Foreman – Sanitation Division <del>December 16, 2016</del> January 13, 2017 Page 2

SALARY RANGE: The position is a Grade 47 with weekly pay as follows:

Minimum	\$1,048.59
Step 1	1,093.64
Step 2	1,138.57
Step 3	
Step 4	1,228.67
Maximum	1,299.22

Note: Weekly hours may exceed 40. Overtime is paid at 1.5 times the current hourly rate after 8 hours of work per day.

<sup>\*</sup> Current Employees ONLY may substitute the Promotional Application for the Application for Employment. Please go to the City's Website, then click on Services, Departments, Human Resources, Employee Information, Forms, then Promotional Application.

<sup>\*\*</sup>Job description pending revision. Applicants will be advised of and subject to any changes.

Human Resources Department City of Milford 70 West River Street Milford, CT 06460 (203) 783-3239

An Equal Opportunity Employer

#### APPLICATION FOR EMPLOYMENT

Position applying for	
Position applying for	
(use title on job announcement)	
(doe this on job armounionit)	

#### PLEASE TYPE OR PRINT CLEARLY IN BLACK INK.

All blanks must be completed in order for application to be considered.

DO NOT W	RITE IN THIS SPACE
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☐ Educ	
☐ Exp	
☐ Not City	EE
Other_	
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		PERSC	ONAL INFORMAT	ION			
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Last Name	First Name	M.I.	Other names by	which you ha	ve been known	Last 6 diç	gits of Soc. Sec. No.
Present Address:					How long at t	his address?	
	o. and Street	City	State	Zip Code			Years/Months
Mailing address (if differ	rent from residence addre	ess) No. and S	troot	City		State Z	ip Code
			ueet	,		State Z	ip Code
Home Telephone		Cellular		_ Email			
n case of emergency, r	notify:						
Name		Relationship		Tele	phone Number		
_	_	· <del>-</del>			•		
∖re you legally eligible f	for employment in the US	SA? Yes	No If hired, y	ou will be requi	red to submit prod	of of eligibility to	work in the USA.
Are you 18 years of age	e or older? Yes	No 🗌					
, , ,	_						_
	plied for employment with	•	•	•	` '	Yes	
/ear(s) applied		Positio	on(s) applied for _				
Have you previously be	en employed by the City	of Milford?	∕es □ No □	If yes, com	olete the following	ng information:	
ob Title/Department				· -		· _	
				_			
•	mbers of your household ا		•		Department		
	Jı	OD 1186			_ Берапінісні		
Do you claim 5 points p	reference based on activ	e duty in the U.S	6. Armed Forces?	_		ch copy of DD21	
o you claim 10 points	veteran's disability prefer	rence?	Yes No	Attach cop	y of DD214 & oth	er supporting do	cumentation.
lave vou ever been cor	nvicted of any offenses o	ther than juvenile	e vouthful offender	or a minor trat	fic violation?	Yes 🗍 N	lo 🗆
	ete Section B of the applic			or a millior trai	no violation:	162 🗀 1	
	equalified for a position wi			al conviction or	failure to	Yes 🔲 N	lo 🗌
lisclose a criminal conv	viction? If yes, list job title	and date of disq	ualification.				
Job Title:		Date of I	Disqualification:				
			<u> </u>				
/hat data are you sur!!s	able to begin work?	GENE	RAL INFORMATI	ON			
What date are you availa	able to begin work? Itments to another employ	ver that might aff	ect vour employmen	nt with the City	of Milford?	Yes	☐ No
yes, specify commitme		yor maciniyin an	cot your employmen	it with the Olly	or williold:	□ 169	
	sential functions of the job	o for which you a	re applying, with or	without a reas	onable accomm	odation?	Yes N
no, please explain:		. ,	11 7 37				

	P	PERSONAL INFORMATION	١					
High school attended:								
Name of School(s)	City/State	Did you graduate?						
	•	Yes No						
		Yes No						
Colleges/Universities attended	d:		1					
Name of Educational Institution	City/State	Did you graduate?	Dates at	tended			ipoloma, GED of credits con	
		Yes No						
		Yes No						
	•		•					
		EMDLOVMENT LUCTORY						
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List below ALL present and past en								m.,
CONSECUTIVELY. Applicants may Resumes may be required for certa					se additior	iai pages i	rnecessa	y.
Resulties may be required for certa	пт рознють. п аррпсаые	e, include resume with <b>comple</b>	iteu applic	alion.				
Have you ever been discharged or	asked to resign?	☐ Yes ☐ No						
If yes, please explain:	asked to resign:							
li yes, piease explain.								
Employer			FR	OM	Т	0	TOTA	TIME
Address			Month	Year	Month	Year	YEARS	MONTHS
Telephone Number								
Your job title			Hours p	er week	u.		I.	
Supervisor's Name	T	itle:	Starting		\$	r	er	
Reason for leaving position			Ending		\$		er	
Specific Duties:				•		•		
·								
Number of Employees Supervised (	(if applicable)							
Employer			FR	OM	Т	0	TOTA	TIME
Address			Month	Year	Month	Year	YEARS	MONTHS
Telephone Number								
Your job title			Hours p	er week			•	
Supervisor's Name	T	itle:	Starting	Salary	\$	ŗ	er	
Reason for leaving position			Ending S	Salary	\$		er	
Specific Duties:								
Number of Employees Supervised (	(if applicable)							
Employer			FR	OM	Т	0	TOTA	TIME
Address			Month	Year	Month	Year	YEARS	MONTHS
Telephone Number								
Your job title			Hours p	er week				
	T	itle:	Starting		\$	r	er	
Reason for leaving position			Ending	Salary	\$		er	
Specific Duties:								
Number of Employees Supervised	(if applicable)							

EMPLOYMENT HISTORY (co	ntinued)					
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Telephone Number						
Your job title	Hours pe					
Supervisor's Name Title:	Starting	•	\$	r	oer	
Reason for leaving position	Ending 9	Salary	\$	1	oer	
Specific Duties:						
Number of Employees Supervised (if applicable)						
Number of Employees Supervised (if applicable)						
Employer	FR	OM	Т	<u> </u>	TOTAL	TIME
Address	Month	Year	Month	Year	YEARS	MONTHS
Telephone Number						
Your job title	Hours pe	er week	ı	ı	I	
Supervisor's Name Title:	Starting		\$	r	per	
Reason for leaving position	Ending S	•	\$		per	
Specific Duties:				<b>r</b>		
•						
Number of Employees Supervised (if applicable)						
	IN A					
SPECIAL SKILLS/TRAIN	ING					
Typing speed: words per minute						
Business machines (other than computers) you are able to operate:						
What computer experience do you have? Apple PC						
Your skill level in Word can best be described as: Proficient Very	nood DG	ood $\square$	Fair 🔲	Beginner	□ Nev	er Used
Your skill level in Excel can best be described as:    Proficient   Very can be very can b	- =	ood	Fair	Beginner	=	er Used
Your skill level in Outlook can best be described as: Proficient Very	_	ood $\square$	Fair	Beginner		er Used
Your skill level in PowerPoint can best be described as: Proficient Very		ood	Fair	Beginner		er Used
Your skill level in Access can best be described as:    Proficient   Very (	_	ood $\square$	Fair	Beginner		er Used
Your skill level in Acrobat can best be described as: Proficient Very	_	ood $\square$	Fair	Beginner		er Used
Your skill level in Publisher can best be described as:    Proficient   Very (	- =	ood	Fair	Beginner		er Used
Describe any other software and level of skill or any other applicable abilities:	9000 🗀 0			Bogiiiioi		0.000
Booking any other contrare and level of other or any other approache abilities.						
SPECIAL SKILLS - FIEL	D					
Light Equipment:						
What best describes your skill level operating a payloader? Excellent	☐ Very good	J 🗆	Good [	] Fair [	Never l	Jsed
What best describes your skill level operating a backhoe?	Very good		Good 🗀	] Fair	Never l	
What best describes your skill level operating a small tractor?	Very good		Good 🗀	] Fair [	Never l	Jsed
Heavy Equipment:		_				
What best describes your skill level operating a grader?	□ Very good		Good [	] Fair [	Never l	
What best describes your skill level operating a Cat 225 excavator?	☐ Very good	_	Good [	] Fair [	Never U	
What best describes your skill level operating a bulldozer?	☐ Very good	j 🗌 (	Good [	] Fair [	Never l	Jsed
Snowplowing:	/_\ · · ·			41- · /		
Describe any experience you may have had snowplowing. Include the size of the plow(	s) you have d	riven, nun	nber of mo	ontns/year	s ot snow	piowing
experience and type of area(s) plowed (roads, driveways, parking lots):						
						l

	OTHER TRAINING, SKILLS, AND/O			
Other Training/Certifications (special name and location where training was	Il courses, work training programs, armed forces train as given, dates attended, subject of training, total nu	ning) related to the job for v mber of training hours, and	hich you are applying other details.	. Give
	or abilities relating to the job for which you are applying rite well, computer skills besides those mentioned at			
DRIVER'S LICENSE: If the posi	tion for which you are applying will require you t	o operate a vehicle:		
(1) You must possess a va				
. , , , .	nts must be current and valid; syment by the City of Milford, and if your driver's	license is from another s	state, you may be re	quired as
	ent to obtain a valid Connecticut Driver's Licens	e before you can begin v	vork.	
Do you have a valid driver's licer Expiration Date	nse: Yes  No State _ Classification	License #		
	), UPON NOTIFICATION, TO SUBMIT A COPY y Connecticut Department of Motor Vehicles offi			ving
abstracts may be obtained at any	y Connecticut Department of Motor Vehicles offi	ice. This lee is at the lina	пы в ехрепве.	
	PROFESSIONAL REFEREN			
List three professional or busines relationship (i.e., co-worker, super	ss references who are not your relatives or emp ervisor, associate, customer).	loyees of the City of Milfo	ord. State the nature	of the
Name	Address	Phone	Relationship	Years Known
			Relationship	KIIOWII

IMPORTANT: Read each of the following sections carefully and completely. If you do not understand any portion of the statements that follow, ask for clarification. Your signature indicates that you have read and understand each of the provisions listed and that you agree to abide by the conditions stated therein.

**NOTICE TO PERSONS WITH DISABILITIES:** Testing arrangements to accommodate persons with disabilities will be made upon request of the applicant. If accommodation is requested, the applicant will be required to state what accommodation is needed.

**PRE-EMPLOYMENT MEDICAL EXAMINATION:** Applicants selected for employment may be required to pass a medical examination given by a physician designated by the City of Milford.

**PROBATIONARY PERIOD:** Employees serve a probationary period as determined by City policy or by any applicable collective bargaining agreement. Termination of employment during the probationary period may be with or without cause and is not subject to any appeal process or grievance procedure of any applicable collective bargaining agreement.

**DRUG POLICY:** It is the policy of the City of Milford to maintain a drug free workplace. Employees who are observed in possession of or using controlled substances (drugs) will be terminated and may have criminal actions filed against them. Employees in certain positions are subject to Federal laws requiring pre-employment, post-accident, and random drug testing.

UPON EMPLOYMENT, YOU WILL BE REQUIRED TO PROVIDE YOUR SOCIAL SECURITY NUMBER.

#### PRE-EMPLOYMENT STATEMENT

AGREEMENT: I CERTIFY THAT ALL STATEMENTS MADE ON OR IN CONNECTION WITH THIS APPLICATION ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT INCOMPLETE, FALSE, INACCURATE, OR MISLEADING INFORMATION GIVEN IN MY APPLICATION, INTERVIEW(S) OR DURING THE COURSE OF MY EMPLOYMENT MAY RESULT IN THE REJECTION OF THIS APPLICATION OR WITHDRAWAL OF A JOB OFFER. FURTHER, FALSE INFORMATION PROVIDED, WHETHER WILLINGLY OR ACCIDENTALLY, MAY RESULT IN DISCIPLINE OR IMMEDIATE DISMISSAL IF EMPLOYED, WHENEVER THE OMISSION OR FALSEHOOD IS DISCOVERED.

I UNDERSTAND THAT THIS APPLICATION IS NOT A CONTRACT OF EMPLOYMENT NOR IS IT A GUARANTEE OR INDICATION OF EMPLOYMENT. I ALSO UNDERSTAND THAT SHOULD I BE GRANTED AN INTERVIEW, THE REPRESENTATIONS THAT MAY BE MADE AT THE INTERVIEW ARE NOT TO BE CONSTRUED AS CREATING ANY OBLIGATION, PROMISE OR CONTRACT ON BEHALF OF THE CITY OF MILFORD. SHOULD I BE EMPLOYED BY THE CITY, IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE RULES AND POLICIES OF THE CITY OF MILFORD, AS THEY MAY FROM TIME TO TIME BE IMPLEMENTED OR REVISED. IDENTIFICATION AND VERIFICATION OF ELIGIBILITY TO WORK IN THE UNITED STATES MUST BE SATISFIED FOR EMPLOYMENT.

I FURTHER UNDERSTAND THAT IN CONSIDERATION FOR EMPLOYMENT, AN INVESTIGATIVE BACKGROUND REPORT MAY BE PREPARED AT THE REQUEST OF THE CITY OF MILFORD, WHEREBY INFORMATION MAY BE OBTAINED FROM MY EMPLOYERS (PRESENT OR FORMER), EDUCATIONAL INSTITUTIONS, ALL BRANCHES OF THE U.S. MILITARY SERVICE, AND PUBLIC RECORDS MAINTAINED BY GOVERNMENT AGENCIES OR OTHERS, INCLUDING BUT NOT LIMITED TO CRIMINAL CONVICTION REPORTS, CREDIT REPORTS, ETC. I AUTHORIZE THE CITY OF MILFORD AND ITS DESIGNATED REPRESENTATIVE(S) TO PERFORM THIS INVESTIGATION, AND FURTHER AUTHORIZE PRESENT AND FORMER EMPLOYERS, REFERENCES AND OTHER PERSONS TO PROVIDE INFORMATION FOR THE INVESTIGATION. I ALSO AUTHORIZE THE CITY OF MILFORD TO RECEIVE CRIMINAL CONVICTION RECORDS PERTAINING TO ME, WHICH MAY BE IN THE FILES OF ANY CRIMINAL JUSTICE AGENCY

I UNDERSTAND THAT ACCEPTANCE FOR EMPLOYMENT SHALL DEPEND ON SATISFACTORY REPLIES FROM MY REFERENCES AND OTHER BACKGROUND CHECKS. ANY OFFER OF EMPLOYMENT MAY BE CONTINGENT UPON PASSING A DRUG TEST AND MEDICAL EXAMINATION. I AUTHORIZE MEDICAL PROVIDER(S) TO RELEASE ANY/ALL MEDICAL INFORMATION TO THE CITY PURSUANT TO ITS PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN PROCEDURES IN ACCORDANCE WITH HIPAA.

RELEASE: I HEREBY RELEASE AND HOLD HARMLESS ANY PERSON, CORPORATION, COMPANY FROM ANY AND ALL POSSIBLE DAMAGES, DIRECT OR CONSEQUENTIAL, IMMEDIATE OR REMOTE, OF ALL FORMS OR TYPES, THAT I MAY SUSTAIN OR ALLEGE TO SUSTAIN BY VIRTUE OF THAT PERSON, CORPORATION, COMPANY OR OTHER ENTITY COMPLYING WITH MY REQUEST TO FULLY AND COMPLETELY COMPLY WITH THE INVESTIGATION, INQUIRY OR INTERESTS OF THE CITY OF MILFORD, TO WHOM I HAVE MADE AN APPLICATION OF EMPLOYMENT AND IS THE BEARER OF THIS AUTHORIZATION.

SIGNATURE of APPLICANT	DATE

# STREET ON STREET

#### APPLICANT DISCLOSURE FORM

### Section

City of Milford

Position applying for (use the title that appears on the job announcement)

#### **CANDIDATE INFORMATION**

It is the policy of the City of Milford to recruit, hire, and promote qualified people in all job classifications regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental reporting requirements. While completion of this section is voluntary, all applicants are strongly urged to complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that they have chosen not to provide the City of Milford with the requested information by checking the appropriate box in Section 4. This information will not affect in any way your employment opportunities. This form will be removed from the application.

any way your employment opportunities. This form will be removed from the application.							
GENERAL INFORMATIO	N						
Name		Date					
Social Security Number	000	(Last six digits ONLY)					
STATISTICAL INFORMA	TION						
American Indian or Alaska Native Asian  Black or African American Hispanic or Latino Native Hawaiian or Other Pacific Islander White Other  Gender Male	Native Asian  All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Phillipine Islands, Thailand, and Vietnam.  Black or African American Hispanic or Latino Native Hawaiian or Other Pacific Islander White  Other  Other  Other  Other  Other  Other  All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.  Other  All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.  Other						
NON-PARTICIPATION							
	nent and have chosen not to complete this form	Please check box if applicable  1.					
RECRUITING INFORMAT How did you hear about this							
Milford Mirror	Job! (Flease Gleck Offe.)	Human Resources or Department Bulletin Board					
Other newspaper (give n	ame):	Community Agency (give name):					
☐ City Website	·	Professional Journal (give name):					
☐ Internet (list site):		Other (please specify):					
City Employee							

# MF 1639

#### City of Milford

#### APPLICANT DISCLOSURE FORM

NOTE
THIS INFORMATION WILL BE REVIEWED ONLY BY MEMBERS OF THE HUMAN RESOURCES DEPARTMENT AND HIRING MANAGERS.

### Section B

#### **CRIMINAL CONVICTION INFORMATION**

Applicants are required to disclose the existence of *any* criminal conviction, regardless of the nature, date or location thereof, with the exception of minor traffic violations or an arrest, criminal charge, or conviction that has been erased. The types of records subject to erasure under Connecticut law are as follows: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled;" (d) a criminal charge for which the person was found not guilty; or (e) a conviction for which the person received an absolute pardon.

The information provided below is subject to the terms of the "Pre-Employment Statement" on Page 5 of this application. A criminal conviction will not necessarily result in the rejection of this application, but will be considered as it relates to the nature of the position sought, and in light of any applicable state and federal law.

Name (Print)	Title of Position Sought
Applicant's Signature	Date

DATE OF CONVICTION	OFFENSE	DATE OF ARREST	PLACE OF ARREST (City/State)	SENTENCE



### FOREMAN – SANITATION DIVISION OF PUBLIC WORKS APPLICATION SUPPLEMENT #16-13

NAME			_
SOCIAL SECURITY NUMBER	000	(Last six digits only)	_

For this examination, you will be filling out specific information about your education, training and experience. The information that you give will be used to find out how well your background qualifies you for this position. You must fill out this examination booklet completely in order to take part in this examination. THIS BOOKLET IS AN EXAMINATION.

On the pages that follow, you will be asked to supply factual information about your education, training, and the duties, responsibilities and accomplishments that are associated with the jobs which helped you qualify for the position for which you are applying. Your education, training, and experience will be scored according to how closely they relate to the various job components or factors of the position of Foreman - Sanitation. Your score will be based only on what you include in this examination. Incomplete or illegible applications/supplements will be rejected.

This examination booklet, a completed Application for Employment, a resume and a cover letter must be filed with the Human Resources Department by the last filing date noted in the job announcement, or bear a postmark no later than the last filing date: Information submitted after the last filing date will not be considered.

#### I. <u>EDUCATION AND LICENSURE</u>:

PART A	EDUCATION
1 / 11/1 / 1/.	LDCCATION

		you possess any ree was conferred		0 0	_	eerry trie may	or mera or	
	1.	High School D	iploma Yes		No _			
	2.	Trade School I	Diploma/Cert	ificate	Yes		No <u>.</u>	
	2.	Associate's Deg	gree Yes		Major _			_ No
	3.	Bachelor's Deg	ree Yes		Major _			_ No
PAF	RT B.	LICENSURE						
В.	Do	you possess a va	lid State of Co	onnecticu	t Driver's Licen	se?		
	Yes	Т	ype: 🗖 D		-A $\square$ CDL- $t$ tach copy of lice		L-C	No
EXI	PERI	ENCE:						
Α.	sche	you have at least eduling work, pre struction manage	eferably in ref	use collec	tion, public wor			
Α.	sche	eduling work, pre	eferably in reference, or truc	use collec king indu	tion, public wor			
Α.	sche cons Yes	eduling work, pre struction manage	eferably in reference, or truck.  No. of Years _	use collec	tion, public wor stry? No	ks, logistics,	transporta	
A.	sche cons Yes Plea	eduling work, prestruction manage	eferably in reference, or truck.  No. of Years _  n of the specif	use collectking indu	tion, public workstry?  No	eks, logistics,	transporta	tion managemer
A.	Yes Plea	eduling work, prestruction manage  N ase indicate which	eferably in reference, or truck.  No. of Years _  n of the specific dinating, insp	use collections industrial indust	tion, public workstry?  Note that which you have the scheduling wo	ks, logistics,  ve experience	transporta	ution managemen
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A. B.	Yes Plea	eduling work, prestruction manage	eferably in reference, or true No. of Years _ n of the specification, inspon	use collectiving indu	tion, public workstry?  Note that the stry?	rks, logistics,	transporta	Number of Yea

- C. Please follow column headings completely. Use whatever terms would be most indicative of the level and scope of your responsibilities. You may use additional pages, if necessary.
  - 1. Describe your experience regarding efficient methods and procedures for scheduling collections and/or for collecting and disposing of garbage, recycling and/or other waste.

	Dates & No. of Hours/Week
Name of Employer:	Performing This Job:
Supervisor's Name:	Supervisor's Title:
Your Job Title & Duties:	

2. Describe your experience with customer service and your ability to handle situations under pressure.

Name of Employer:	Dates & No. of Hours/Week Performing This Job:
Supervisor's Name:	Supervisor's Title:
Your Job Title & Duties:	

3. Describe your supervisory experience, to include but not limited to, the number of staff under your direct supervision, work scheduling, organizing and assigning daily tasks, handling performance issues, etc.

	Dates & No. of Hours/Week
Name of Employer:	Performing This Job:
	January 2000 January
Supervisor's Name:	Supervisor's Title:
Supervisor savanie.	Supervisor's True.
V IITA OD C	
Your Job Title & Duties:	
4. Describe an instance or two when it was need	cessary to exercise independent judgment and/or problem

4. Describe an instance or two when it was necessary to exercise independent judgment and/or problem solve and how you handled the matter(s).

	Dates & No. of Hours/Week
Name of Employer:	Performing This Job:
Supervisor's Name:	Supervisor's Title:
Your Job Title & Duties:	

List all specialized training (seminars, special courses, advanced training, etc.) that you have attended/completed within the past five (5) years, relevant to the position of Foreman - Sanitation.

	SPONSORING	DATES ATTENDED
AREA OF STUDY/TITLE OF COURSE	ORGANIZATION	& NO. OF HOURS
THE OF GEORGE		001(01011100110