

KEWEENAW COUNTY APPLICATION FOR CUSTODIAN/MAINTENANCE PERSON

CAREFUL AND THOUGHTFUL COMPLETION OF THIS APPLICATION IS AN IMPORTANT STEP IN OUR CONSIDERATION OF INDIVIDUALS FOR EMPLOYMENT. PLEASE COMPLETE THE ENTIRE APPLICATION. PLEASE PRINT ALL INFORMATION IN INK.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND SHALL CONSIDER QUALIFIED APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, HEIGHT, WEIGHT, MARITAL STATUS, VETERAN STATUS OR DISABILITY.

PERSONAL

Date of Application _____

Name _____
(Last) (First) (Middle)

Address _____ Phone # _____
(Number) (Street) (City/State) (Zip)

How long at this address? _____ Email _____

When are you available for work? _____ Are you working now? Yes _____ No _____

May we contact your present employer? Yes _____ No _____ Rate of pay expected? \$ _____ Per Hour

Are you authorized to work in the United States? Yes _____ No _____

Have you ever been convicted of a criminal offense? (Misdemeanor or Felony) Yes _____ No _____

If so, where, when and nature of offense?-(Conviction of a crime will not be an automatic bar to employment)

Do you have a valid driver's license? Yes _____ No _____ Driver's License # _____

MILITARY SERVICE RECORD

Have you ever been in the Armed Forces or a member of the National Guard? Yes _____ No _____

If so, what branch? _____ Rank at Discharge _____

Were you honorably discharged? Yes _____ No _____ Discharge Date _____

EDUCATION

| Type of School | Name of School | Location | Years Completed | Major & Degree |
|---------------------|----------------|----------|-----------------|----------------|
| High School | | | | |
| | | | | |
| College | | | | |
| | | | | |
| Business/Trade | | | | |
| | | | | |
| Professional School | | | | |
| | | | | |

Any other educational training? _____

REFERENCES

Please list two references other than relatives or previous employers.

Name _____ Name _____

Position _____ Position _____

Company _____ Company _____

Address _____ Address _____

Telephone # _____ Telephone # _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the custodian/maintenance person position for which you are applying.

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WORK EXPERIENCE

Please list your work experience beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

| | | |
|--|--|---|
| Name of Employer _____ Address _____ City, State, Zip _____ Job Title _____ Supervisor _____ Phone # _____ | Employment Dates From To | Pay or Salary Start Final |
| Reason for leaving (be specific) | | |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. | | |

| | | |
|--|--|---|
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|---|--|---|

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

AUTHORIZATION AND CERTIFICATION

Please carefully read the following statements and initial each one where indicated. If you have a question regarding any of the statements, please ask prior to initialing and signing the application. Your initials and signature verify that you have read, understand and agree to abide by the statements below.

Initial:

_____ I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief, and I understand and agree that any misstatements or omissions of material fact subjects me to disqualification or, if hired, dismissal.

_____ I authorize Keweenaw County to contact any of the persons or organizations referenced in my application materials. I also authorize any person contacted to provide to Keweenaw County any and all information regarding my employment, education, or any other information concerning any of the subjects covered by the application. I agree to execute employment records release authorization forms as may be required by Keweenaw County requesting employment records from my present and/or former employer(s).

_____ I understand that I may be required to successfully pass a physical and/or drug test to gain employment with Keweenaw County. I consent freely and voluntarily to participate in required test(s), at a location selected by Keweenaw County. I also consent to the release of test(s) results to Keweenaw County. I hereby release and hold harmless Keweenaw County, its officers, agents and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, except for their negligence, arising from the test(s) and decisions concerning employment based upon the results of this test(s). In addition, I understand that Keweenaw County maintains a drug-free and a smoke-free workplace.

_____ I understand that this position may have certain security requirements and that Keweenaw County has determined that a police background check will be conducted prior to making a decision regarding employment. I authorize Keweenaw County, its officers, agents, and employees to conduct such a check and I release and hold harmless Keweenaw County, its officers, agents, and employees from any liability, except for its negligence, related to the performance or result of this check.

_____ If accepted for employment with a bargaining agreement, I agree that my status as an employee, depends upon successful performance during a probationary period and that I am an "at-will" employee during this probationary period.

Applicant's Signature

Date

Thank you for your interest in employment with Keweenaw County.



KEWEENAW COUNTY COURTHOUSE CUSTODIAN ESSENTIAL JOB FUNCTIONS

- Clean buildings (public area of Sheriff office included) by sweeping, mopping, scrubbing and vacuuming
- Gather and empty trash from offices, Sheriff office, restrooms and back porch
- Service, clean and supply restrooms
- Clean and polish furniture and fixtures
- Clean windows and mirrors
- Dust furniture, walls, machines and equipment
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing and electrical systems
- Mix water and detergents/acids in containers to prepare cleaning solutions, according to specifications
- Monitor and maintain building security system and safety, panic buttons and video conferencing
- Move heavy furniture, equipment and supplies either manually or by using hand trucks
- Mow and trim lawn and shrubbery of grounds, using mower and hand and power trimmers and clear debris
- Notify Commissioners concerning the need for major repairs
- Remove snow from sidewalks and driveways using snow blower, tractor, snow shovels and spread snow melting chemicals as needed
- Requisition supplies and equipment needed for cleaning and maintenance duties
- Set up, arrange, and remove tables and chairs to prepare for meetings
- Spray insecticides and fumigants and place insect bait to prevent insect and rodent infestation
- Painting, scraping and caulking of buildings with occasional use of ladders
- Maintenance of lawn mower, snow blower, tractor, tools and equipment and other key components of the grounds
- Clean and supply restroom at Gratiot River Park
- Monitor all building projects in the Courthouse, Sheriff Dept and on the grounds
- Complete a deep cleaning of the facility once per year
- Other duties as assigned

KEWEENAW COUNTY WILL REQUIRE:

- Pre-employment Physical
- Drug Test
- Background check
- Driving record-Valid Driver's License
- High school diploma or the equivalent

THE IDEAL CANDIDATE WOULD HAVE THE FOLLOWING ATTRIBUTES:

- Reliable
- Responsible
- Organized
- Good physical condition-ability to lift 50 pounds
- Have an eye for detail
- Must be a self-starter and conscientious
- Must be able to work as a team with staff and the Board of Commissioners
- Ability to keep information confidential
- Knowledge, skills and ability of basic plumbing, mechanical and electrical
- Work history that shows the ability to stay in one place

KEWEENAW COUNTY OFFERS THE FOLLOWING:

- Starting pay will be \$18 an hour for probationary period of 6 months with a performance review by the Board and a possible raise
- Full time - Hours 8 a.m. to 4 p.m., Monday through Friday, on-call if there are issues after hours
- Vacation Pay
- Sick Pay
- Hospitalization and Dental Plan
- Retirement Plan through MERS of Michigan
- Custodian is a Union position