Employment Opportunity

City of Sanford, Maine 04073

Permanent Crossing Guard
and
Reserve Crossing Guards

The City of Sanford is accepting applications for the positions of one permanent Crossing Guard and also for additional Reserve Crossing Guards.

This is a responsible position involving the protection and safety of school children of the City. The position is responsible for the safe crossing of children to and from school. Work is performed under the general supervision of the Head Crossing Guard and Deputy Chief of Police. Any assignments may be given in detail for each job.

Hours for the permanent Crossing Guard position will be specific to the school in which the position is assigned (2 hours per day). Hours for the Reserve Crossing Guard positons will be on an on-call basis with the exception of a vacancy known in advance. Applicants must possess a high school diploma or equivalent. See job description for any additional necessary special requirements.

Application may be obtained from the Human Resources Department or online @ www.sanfordmaine.org under the Employment Opportunities icon.

Applications will be reviewed as received.
Applications may be sent to:

Stacy Howes, Director
Human Resources Department
City of Sanford, Maine
919 Main Street
Sanford, Maine 04073

Post: Thursday, June 13th, 2019
Deadline: Until Positions Are Filled

The City of Sanford is an equal opportunity employer.

JOB DESCRIPTION

DEPARTMENT POLICE DEPARTMENT

JOB CLASSIFICATION CROSSING GUARD

PAY GRADE NA

REPORTS TO MAJOR, BUREAU OF OPERATIONS AND HEAD CROSSING GUARD
SUPERVISORS NA

NATURE OF WORK

This is a responsible position involving the protection and safety of school children of the Town.

An employee of this class is responsible for the safe crossing of children to and from school. Work is performed under the general supervision of the Head Crossing Guard. Assignments may be given in detail for each job or work may follow an established routine.

DUTIES AND RESPONSIBILITIES - (Illustrative Only)

1. Demonstrates a basic knowledge of traffic rules and regulations.
2. Protects children crossing the streets to and from school.
3. Wears appropriate safety clothing.
4. Uses safety equipment provided.
5. Performs other work as required.

REQUIREMENTS OF WORK

1. Working knowledge of traffic rules and regulations.
2. Ability to stand for extended periods of time in any type of weather conditions.
3. Ability to follow oral and written instructions.
4. Skill and care in the use of equipment used in this work.
5. Ability to establish and maintain effective working relationships with superiors, officials, co-workers and the public.

JOB DESCRIPTION CONTINUED

JOB CLASSIFICATIONS CROSSING GUARD

REQUIREMENTS OF WORK

6. Working knowledge of occupational hazards and safety precautions of the work.

7. Ability to conduct one's self in an orderly and courteous manner.

8. Ability to work independently and to be on varied job sites in a timely fashion.

9. Must present a neat, clean and orderly appearance at all times.

TRAINING AND EXPERIENCE

Graduation from High School or its equivalent. Evidence of previous successful work experience required. Equivalent combination of training and experience may be considered in lieu of the educational qualifications.

NECESSARY SPECIAL REQUIREMENTS

1. Must not have any felony criminal convictions, extensive misdemeanor convictions, or conviction of any theft or sex related crimes.

2. Must be physically capable of performing necessary work pertaining to job requirement.

3. Must have a telephone in the home or must have immediate access to one.

Adopted on: 4/7/98

CITY OF SANFORD, MAINE
Human Resources Department
919 Main Street
Sanford, ME 04073
(207) 608-4175 or (207) 608-4174

APPLICATION FOR EMPLOYMENT

The CITY OF SANFORD, MAINE is an Equal Opportunity Employer. We do not unlawfully discriminate against any applicant on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability or any other category protected by federal, state or local law.

GENERAL INFORMATION

(Please Print and Complete Application even if Resume submitted) Date of Application: _____

Position(s) applied for: _____

Referral Source: ___ Advertisement or ___ Employee or ___ Employment Board at City Hall

___ Other and source: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Home Telephone: ( ) _____ - _____ Cellular Telephone: ( ) _____ - _____

e-mail _____

If employed and you are under 18, can you furnish a work permit? ___Yes ___No

Have you submitted an application to us before? ___Yes ___No

If yes, give date/position: _____

Have you ever worked for us before? ___Yes ___No

If yes, give reason(s) for leaving: _____

Can you provide proof that you are legally authorized to work in the United States? ___Yes ___No

Are you capable of satisfactorily performing the essential job duties of the position you are applying for, with or without reasonable accommodation? ___ Yes ___No

On what date would you be available to start work? _____

Are you available to work: ___ Full-time ___ Part-time ___ Shift Work ___ Temporary ___ Overtime?

Are you on a lay-off or subject to recall? ___Yes ___No

Can you travel if the job requires it? ___Yes ___No

Do you have access to transportation? ___Yes ___No

PERSONAL REFERENCES

Please list at least three persons who know you well – not previous employers or relatives.

Name	Address and Telephone Number	Occupation	Years Acquainted

EDUCATION

Type of School	Name / Address	Subjects Studied / Academic Honors	Did you Graduate?/ Type of Degree	Number of Years Attended
High School				
College				
Graduate School				
Technical/Trade School				
Other				

You may include subjects of special study, research work, special training skills, or qualifications which you believe may be helpful to us in considering your application (*e.g.,* paid experience as/performing: administrative assistant, cable harnessing, clerical, customer service, data entry, PC Board Assembly, electrical engineering, electro-mechanical assembly, machine operator, mechanical engineering, plastic assembly, quality control, shipping & receiving, receptionist, soldering, warehouse)

_____

_____

_____

_____

EMPLOYMENT EXPERIENCE

Please list the names of your present and previous employers, starting with your present/most recent employment. You should include information about verifiable work performed on a volunteer basis and military service. Be sure to account for all periods of time, including any periods of unemployment. Use additional pages if needed.

Employer	Telephone ( )	Dates Employed From	Dates Employed To	Work Performed
Address				
Job Title				
Supervisor				
Reason for Leaving				

Employer	Telephone ( )	Dates Employed From	Dates Employed To	Work Performed
Address				
Job Title				
Supervisor				
Reason for Leaving				

Employer	Telephone ( )	Dates Employed From	Dates Employed To	Work Performed
Address				
Job Title				
Supervisor				
Reason for Leaving				

Employer	Telephone ( )	Dates Employed From	Dates Employed To	Work Performed
Address				
Job Title				
Supervisor				
Reason for Leaving				

Are you employed now? ___Yes ___No

May we contact your current employer? ___Yes ___No (If no, please explain on reverse.)

Do you have any commitments to another employer, which might affect your employment with us?

___Yes. (If Yes, please explain on reverse.) ___No

Have you ever been terminated or asked to resign from any job?

___Yes. (If Yes, please explain on reverse.) ___No

Please explain any gaps in your employment history _____

CRIMINAL HISTORY

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no" with respect to any inquiry relative to prior arrests or criminal court appearances and adjudication in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution. A conviction record is not necessarily a bar to employment. Factors such as age at the time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

1. Have you ever been convicted of a felony? ___Yes ___No

2. Have you been convicted of a misdemeanor during the past five years (other than a speeding, minor traffic violation, affray or disturbing the peace)?

   ___Yes ___No

3. Have you completed a period of incarceration within the past 5 years for any misdemeanor (other than a first conviction for any of the following misdemeanors: speeding, minor traffic violation, affray or disturbing the peace)?

   ___Yes ___No

4. If the answer to any of the above questions is "yes," please state whether you were convicted more than 5 years ago for any offense (other than a speeding, minor traffic violations, affray or disturbing the peace).

   ___Yes ___No

If you answered "yes" to any of the questions set forth above, please provide the details (date, city or town, nature of offense, and disposition):

_____

_____

_____

_____

SIGNATURE

(Please read the following carefully and then sign below)

I hereby declare that the information provided by me in this Application for Employment (and in any accompanying resume) is true, correct and complete to the best of my knowledge. I authorize the CITY OF SANFORD, MAINE (or its designee) to investigate my past and present employment, education and activities and verify all data provided by me on this application, on related papers and in interviews. I authorize all individuals, schools and/or firms named herein (except my current employer, if so noted) to provide any information requested about me. I release from all liability any persons, companies, corporations or educational institutions supplying such information. I release the CITY OF SANFORD, MAINE (or its designee) from any and all liability resulting from the verification of such information. I understand that any false statement or material omission on this application, or on any supporting documents, shall be grounds for non-hire or discharge, regardless of when discovered by the CITY OF SANFORD, MAINE.

I understand that this employment application, or the granting of an interview, does not represent a contract of employment or a promise of future benefits by the CITY OF SANFORD, MAINE. I further understand that there is no guarantee that the CITY OF SANFORD, MAINE will be able to place me with one of its clients. If I am hired by the CITY OF SANFORD, MAINE, I understand that my status will be that of an employee-at-will, meaning that I will have no contractual right, express or implied to remain in the CITY OF SANFORD, MAINE's employ. I further understand that, if I am hired, my employment can be terminated, with or without cause and with or without notice at any time, at the option of the CITY OF SANFORD, MAINE or me. Notwithstanding the foregoing, the terms of any collective bargaining agreement will apply to any applicant hired to work in a position subject to a collective bargaining agreement. I also understand that no representative of the CITY OF SANFORD, MAINE has the authority to enter into any oral agreement for employment for a specified period of time or to make an oral agreement contrary to the foregoing.

I understand that if I am offered employment at the CITY OF SANFORD, MAINE, I will be required to provide evidence of my identity and authorization for employment in the United States.

I understand that the CITY OF SANFORD, MAINE may require a physical examination and/or drug and alcohol screening as a condition of employment and at any time during my employment to the extent permitted by law.

I understand that if I am hired by the CITY OF SANFORD, MAINE and my employment subsequently ends, the CITY OF SANFORD, MAINE may provide information about my employment to persons in response to job reference requests, and I hereby consent to such disclosures.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND BY ALL OF THE ABOVE TERMS.

_____ _____

Signature of Applicant Date