

Name _____ Date _____

**SUPPLEMENTAL QUALIFICATIONS
QUESTIONNAIRE FOR
TRANSPORTATION MAINTENANCE WORKER
IONIA COUNTY ROAD DEPARTMENT**

To fully evaluate your qualifications for this position, we need the special information requested below. Since your answers to the questions below will play an important part in determining your eligibility for further steps in the selection process, it is important that all questions be answered fully and completely. You may attach a resume if you wish, but it must be accompanied by the completed application and questionnaire. Additional pages may be added if more space is needed.

LICENSE INFORMATION

Driver's License # _____

Is it Group A CDL with Air Brakes? _____ What Endorsements? _____

Were you referred by one of our employees? Yes No

If yes, who? _____

EDUCATION / SCHOOLING

List and describe any current or completed courses / sessions / training relevant to this position. Be sure to include certifications.

BACKGROUND SPECIFICS:

Using one of the following three codes (F-O-S), please indicate the extent to which you have participated in each of the following tasks by writing the code letter on the appropriate line. By participate, we mean that the majority of the work was done by you personally, and that the completed project represented your work.

“F” (frequently - I have performed this task so many times it is difficult to give precise figure)

“O” (occasionally - I have performed in this area more than three or four times but not on a steady basis)

“S” (seldom - never - I have not performed this type of work or, if I have, it has been only a couple of times, thus I am not experienced in this area)

- _____ Operate dump truck.
- _____ Operate motor grader.
- _____ Operate front-end loader.
- _____ Operate backhoe.
- _____ Operate and work from aerial platform equipment.
- _____ Operate skid steer.
- _____ Haul trailer over 24' in length.
- _____ Operate farm-type tractor.
- _____ Operate brush-type mowers (brush hog).
- _____ Operate brush chipper.
- _____ Operate chainsaw.
- _____ Perform tree removal activities.
- _____ Perform flagging or traffic control.
- _____ Setup signing for work zones.
- _____ Work with, or find, underground utilities.
- _____ Participate in the construction and maintenance of roads and bridges.
- _____ Blade gravel roads or prepare grades.
- _____ Work with concrete or asphalt.
- _____ Conduct pre- and post-trip inspections of equipment.
- _____ Keep accurate and complete records of work accomplished for payroll and billing purposes.
- _____ Listen to concerns from the public and explain policies and procedures.
- _____ Have you ever plowed snow with any type of truck? Please specify dump truck or pickup, etc.: _____

EXPERIENCE

Briefly describe your most significant experience in the following areas. Indicate position title, employer, and length of each experience.

- (A) Perform road maintenance and construction activities. Indicate specific nature of responsibility, and scope of functions.

Employer _____

Date _____ Position Title _____

- (B) Operate and service heavy equipment such as loader, motor grader, backhoe, skid steer or tractor.

Employer _____

Date _____ Position Title _____

(C) Describe briefly the most significant experience you have had in which your personal actions or recommendations resulted in the introduction of change in the organization, management, programs or policies of your employer. Make clear the extent of your personal involvement and the exact nature of the change that resulted from your efforts.

Employer _____

Date _____ Position Title _____

QUALIFICATIONS HIGHLIGHTS

Considering what you know of this opportunity with the Ionia County Road Department, what two or three factors would you select from all your qualifications as being your main strengths for this particular position?

Explain any other relevant qualifications you have, which have not already been covered in this questionnaire.

This position requires being available to work extensive overtime during winter months. Overtime is also required during other weather events, such as wind storms or heavy rains, with little or no notice. Are you available for and willing to work overtime?

Yes No Comments: _____

REFERENCE RELEASE FORM

I have filed an application for employment at Ionia County Road Department (ICRD) and do hereby authorize ICRD to seek from school officials, previous employers, and other persons, firms, or institutions, any and all information in their knowledge or possession pertaining to my employment history or my qualifications and ability to work as Transportation Maintenance Worker, including but not limited to information and opinions pertaining to the nature of my former jobs and job duties, how I performed these duties, my salary history, my attendance record, my character, my academic record, and any performance, behavior, attitude, or other problems or good points perceived by them. I further authorize the persons, firms, or institutions contacted by ICRD to release to it any and all information in their knowledge or possession pertaining to my employment history and/or my qualifications and ability to work at the above named job. Further, I authorize ICRD to seek any and all law enforcement agencies having information concerning me to release any such information maintained by that agency, including but not limited to the results of any reports concerning any investigations and all documentation, test results, or information of any type obtained from any source during the course of such investigations, relating to charges that have been expunged. I release, promise to hold harmless and covenant not to bring legal action against ICRD on the basis of its attempt to obtain any of the foregoing information, and I further release, promise to hold harmless and covenant not to bring legal action against any persons, firms, institutions, or agencies providing such information to ICRD on the basis of their disclosures. I have signed this release voluntarily and of my own free will. I agree to participate in pre-employment physical and drug testing.

Signature Date

May we contact your current employer? _____

Be sure to return this questionnaire with your completed application. Please understand that a resume is NOT a substitution for your completion of this questionnaire. Thank you very much for your interest in this position.

Please provide the names, addresses and phone numbers for three references.

1. Name: _____ Personal or Employer?
Address: _____
Res. Phone: _____ Bus. Phone: _____
Position: _____

2. Name: _____ Personal or Employer?
Address: _____
Res. Phone: _____ Bus. Phone: _____
Position: _____

3. Name: _____ Personal or Employer?
Address: _____
Res. Phone: _____ Bus. Phone: _____
Position: _____