CITY OF GERING
Job Posting Notice

Job Title	Summer Positions
Department	Parks, Pool, Cemetery, Water/Wastewater, Golf, Streets, and Sanitation
Grade Level	Grade 1
Posting Period	March 3, 2017 (open until filled)
Application Deadline	Initial screening of applications will begin March 24, 2017. Applications need to be returned to the City Administration Office located at 1025 P Street, Gering, NE 69341.
Job Description	Available at City of Gering Administration Office

City of Gering Job Applicant,

Please read and understand this statement before signing your job application.

Job Applications must be completed in their entirety ("see resume" is not sufficient) as this is the tool that will be used during the initial review in order to select applicants for interview. A resume may and should be completed and submitted with the job application.

The information provided in this job application must be true. False or misrepresented information will be sufficient cause for the application to be rejected (or cause for termination if discovered after employment).

You are authorizing the City of Gering to obtain information from previous employers, educational institutions and other parties to verify the accuracy of the information provided in this application. You are waiving all rights and claims you may have for seeking and using the information to evaluate the application.

This application will be used only for the position for which you are currently applying. If you wish to re-apply for another position, even if is the same classification, you must complete and submit a new application.

Thank you.

Human Resources

CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

Last Name First Middle Date

Street Address (physical and mailing) Home Telephone:

City State Zip Cellular Telephone:

Have you ever applied for employment with us?

No Yes If yes, date:

Date Available to Begin Work:

Position Desired: Pay Expected:

Apart from absence for religious observance, what hours are you available?

☐ Full-Time ☐ Seasonal

☐ Part-Time ☐ Overtime (if requested)

Are you legally eligible for employment in the United States? Yes No

Have you ever been bonded? ☐ No ☐ Yes

Membership in professional and civic organizations (Exclude those that may disclose your race, color, religion, age, or national origin.

Other special training or skills (languages., machine operations, etc.), special accomplishments or awards

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/ Technical						
College						
Graduate						

MILITARY Did you serve in the U.S. Armed Forces? ☐ Yes ☐ No If "Yes", in what Branch?

Describe any training received relevant to the position for which you are applying:

References we may contact:

Name Years known Telephone Business

Name Years known Telephone Business

Name Years known Telephone Business

EMPLOYMENT Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates:
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving:	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates:
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving:	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates:
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving:	

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do Not Contact: Employer: _____

Reason: _____

Please read and understand this statement before signing your application:

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

_____ _____

Signature Date

Please return to City of Gering Administration Offices, 1025 P Street, Gering, NE 69341 Fax: 308-436-6899

POSITION DESCRIPTION

Class Title:	Pool Cashier	Grade Number: 1
Department:	Pool	Date: August, 2010
Status:	Non-Exempt	Safety Sensitive: No

GENERAL PURPOSE

Performs routine cashiering in the collecting of pool fees.

SUPERVISION RECEIVED

Works under the general supervision of the Pool Manager.

SUPERVISION EXERCISED

Generally none.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Collects pool fees and other payments made to the pool.

Maintains list of pool memberships.

Receives telephone calls and citizen visits concerning the swimming pool; handles questions; and responds to citizen's complaints.

Performs routine cleaning of facility, including bathrooms.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Must be 16 years of age.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of cash register.
(B) Skills in operating listed tools and equipment.
(C) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Cash register, 10-key calculator, and phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit , talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.