



BRADLEY COUNTY ROAD DEPARTMENT

508 Withrow Road, SW

McDonald, TN 37353

Office: 423.728.7006

Fax: 423.478.8899

www.bradleycountytn.gov

Thank you for your interest in employment with the Bradley County Road Department. You may complete the application in the following ways:

1. You may complete the form on your computer, save it, and attach the saved document in an email to tbishop@bradleycountytn.gov
2. You may fill out the form on your computer, print it off, and bring it to our office
3. You may print out the form, hand write the information (please make sure it is legible) and bring it to our office

**Please check the classifieds of the Cleveland Daily Banner or our Facebook page for job postings.

Applications received will be kept on file for a period of six (6) months.

Job Description: Highway Worker I

Summary:

Under general supervision, performs unskilled and semi- skilled highway maintenance and/or construction work of routine difficulty; performs related work as needed.

Distinguishing Features:

An employee in this class performs a variety of unskilled and semi-skilled highway maintenance and/or construction duties. This class differs from Highway Worker 2 in that an incumbent of the latter performs semi-skilled and/or skilled highway maintenance and/or construction duties and may function as a lead worker.

Example of Duties, and Responsibilities to include but not limited to.

- 1- Performs a variety of duties such as mowing of Right-of-Way; hauls rock, salt, sand, hot mix, dirt and other materials; Removes snow and ice from roads, removes broken asphalt and patches pot holes; repairing and replacing highway signs, guardrails, raise pavement markers, and fencing; flagging traffic, cutting brush, chipping brush, shoveling and raking asphalt; cleaning ditches and tiles. Picking up litter and routine maintenance of buildings, grounds, vehicles, and equipment.
- 2- Operates and assists in the maintenance of a variety of equipment such as tractors, bush hogs, dump trucks, pickup trucks, snowplows, and salt spreaders, front end loaders, rollers, compactors, jack hammers, and a wide variety of assorted hand tools.
- 3-May establish and maintain routine time and materials records.

Minimum Qualifications:

Education and Experience: None required

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend	<input type="checkbox"/> Other _____
Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Social Security Number (Voluntary)

Best time to contact you at home is: _____:_____ ^{AM}/_{PM}

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
 If Yes, give date _____

Have you ever been employed with us before?..... Yes No
 If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. Yes No

Date available for work ___/___/___ What is your desired salary range? _____

Are you available to work: Full-Time (please indicate 1 2 3 shift)
 Part-Time (please indicate Mornings Afternoon Evenings)
 Temporary (please indicate dates available ___/___/___ - ___/___/___)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER DATE

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

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FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: Yes No

Position(s) Considered For: _____

Date _____

NAME: _____ POSITION: _____ DATE: ____ / ____ / ____



Have you ever been convicted, pled guilty or pled "No contest" to any criminal offense against the law or are you now under charges for any offense against the law? **YES** **NO**
(You may omit traffic violations for which you paid a fine of \$30.00 or less.)

While in the military service were you ever convicted by a general court martial?

If yes, please explain: Show for each offense: (1) Date, (2) Charge, (3) Place, (4) Court and (5) Action Taken.
Note! A conviction does not automatically mean you cannot be appointed. What you were convicted of, and how long ago, are important. Give all the facts so that a decision can be made.

*******MUST MAINTAIN A VALID DRIVERS LICENSE AT ALL TIMES*******