



CITY OF GAUTIER URBAN YOUTH CORPS VACANCY ANNOUNCEMENT

POSITION: Summer Student Workers
DEPARTMENT: Cultural Services Department
HOURS: Monday thru Friday, 7:00 A.M-4:00 P.M.
SALARY: \$8.25 per hour
DEADLINE: **May 15, 2015 @ 5:00 pm**

DUTIES: Landscaping, tree care, watering, gardening, etc. Student must be able and willing to perform full days of outdoor physical work in hot and humid conditions.

DETAILS: Worker **MUST** be 16 – 25 years old; enrolled in school for the 2015 – 2016 school year; if applicant is under the age of 18 and is offered employment in the Urban Youth Corps Program, his/her parent must sign the Parental Consent Form; and **MUST** pass a pre-employment drug test, physical exam and criminal background check.

EXTERNAL APPLICANTS: Applications must be submitted to the Human Resources Department located at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553 or visit us online at www.gautier-ms.gov for instructions on how to apply.

DEADLINE FOR APPLICATIONS IS May 15th, 2015 at 5:00 pm.

APPROVED by: /s/ Lekeisha Hill

DATE: May 01, 2015

XC: City Hall East
City Hall West
Police Department
Fire Department
City Website
City Social Media
Gautier High School
MGCCC-Jackson County Campus

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

City of Gautier
Human Resources Department
3330 Highway 90
P.O. Box 670
Gautier, MS 39553
(P) 228.497.8000 / (F) 228.497.8028
Email: hr@gautier-ms.gov
Website: www.gautier-ms.gov

EMPLOYMENT APPLICATION PROCESS

URBAN YOUTH CORPS

All persons interested in employment with the City of Gautier must have a current application on file with the Human Resources Department. It is your responsibility to keep your application up to date with your most recent address, phone number, or employment information during the employment process.

Instructions:

- Please type or legibly print your application in blue or black ink only.
- List the position to which you are applying for.
- Complete and sign all sections on your application. It is imperative that you take your time and fill application completely; and attain and submit all required documents. An incomplete application **WILL NOT** be processed.
- Employment applications and specified documents must be returned to Gautier City Hall between 8:00 a.m. and 5:00 p.m., Monday through Friday at:

City of Gautier
Attn: Office of Human Resources
3330 Hwy 90
Gautier, MS 39553
Phone: (228) 497-8000
Fax: (228) 497-8028
Email: hr@gautier-ms.gov

Applicants **MUST** meet the following Qualifications:

- 16 – 25 years of age
- Enrolled as a full time high school or college student currently and will be enrolled for Fall 2015 semester.
- Be eligible to work in the United States.
- Valid Driver's License (driver's license number must be listed on application), if no driver's license, provide MS identification number.

Required documents **MUST** be submitted with application:

Applicant **MUST** provide proof of current enrollment in high school or college. (Please submit with application)
Applicants under the age of 18 must have their parent sign the attached release authorizing drug screening.

DEADLINE FOR APPLICATIONS AND DOCUMENTS: May 15, 2015

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CITY OF GAUTIER

3330 Hwy 90* GAUTIER, MISSISSIPPI * 39553-5124 * TEL: 228-497-2539 * FAX: 228-497-9984

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.

PLEASE PRINT OR TYPE * PROVIDE ALL INFORMATION REQUESTED

Position Applied For (list only ONE per application)		Date of Application	
Last Name		First Name	
		Middle Name	
HOME ADDRESS: (STREET, CITY, STATE, ZIPCODE)			
Daytime Phone #: _____		Evening Phone #: _____	
Email (if checked daily):			
Have you ever been employed with us before? <input type="checkbox"/> NO <input type="checkbox"/> YES DATES:			
Are you eligible to work in the United States? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Are you registered to vote in the county in which you reside? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Do you have a valid driver's license? <input type="checkbox"/> NO <input type="checkbox"/> YES		License #: _____	
Commercial –Class:		State: _____	
Are you employed now? <input type="checkbox"/> NO <input type="checkbox"/> YES		Date available for work:	
Have you been convicted of a felony within the last seven (7) years? <input type="checkbox"/> NO <input type="checkbox"/> YES			
<i>(Conviction will not necessarily disqualify an applicant from employment)</i>			
<i>If Yes, please explain.</i>			
Have you ever had any job-related training in the United States military? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If Yes, please describe.			
Do you have any relatives currently employed with the City of Gautier? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If yes, please give name(s) and relationship(s).			

EDUCATION *If you have a GED, please note last year of high school completed and date GED acquired. You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.*

School	Address	Course of Study	Diploma/Certification

Describe any specialized training, apprenticeship, extracurricular activities and honors received

EMPLOYMENT EXPERIENCE Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities. An additional sheet will be provided upon request. Resumes may be attached

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

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

REFERENCES (Do not include relatives)

Name	Address	Phone Number	Occupation

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of twelve weeks from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: _____ Date: _____

Screening Schedule Received _____

Application Received by: _____ Date/Time _____

PLEASE KEEP THIS DOCUMENT FOR YOUR RECORDS.

Screening Schedule

URBAN YOUTH CORPS

Advertise	May 1 – 15, 2015
Post	May 1, 2015
Cut-Off Date	May 15, 2015
Department Review of Applications.....	May 18 - 20, 2015
Interviews	May 21 – 22, 2015

City of Gautier

Acknowledgement and Consent Form

I _____ understand and acknowledge that the City of Gautier is a drug free workplace and agree to abide by all applicable rules, guidelines and conditions concerning the use of drugs and alcohol in the workplace.

I understand that if I am selected for employment that I will be required to submit to pre-employment drug/alcohol screening and that I may be selected for random drug/alcohol screening by urinalysis and/or breathalyzer during my employment with the City of Gautier. I understand that a confirmed positive result or refusal to submit to testing will result in disciplinary action up to and including termination of employment.

By my signature below, I agree to submit to these tests and further agree that the testing agency/laboratory is authorized by me to provide the results of the test to the City of Gautier Human Resources Department.

Signed this the _____ day of _____, 2015.

Employee Signature

Employee Printed Name

Parent/Guardian Signature

Parent/Guardian Printed Name