

# Village of Ladd

## Application for Part-Time Employment

### SECTION 1: Applicant Information

**Full Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Current Age:** \_\_\_\_\_

(Must be at least 18 OR turning 18 before the end of summer)

**Home Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address (optional):** \_\_\_\_\_

**Do you have a valid driver's license?**  Yes  No

**Do you have reliable transportation to/from work?**  Yes  No

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### SECTION 2: Availability & Commitment

**Are you available to work Monday–Friday, 7:00 AM – 3:30 PM?**

Yes

No – Explain: \_\_\_\_\_

**Start date available:** \_\_\_\_\_

**End date or known time off (vacations, camps, etc.):** \_\_\_\_\_

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**Are you able and willing to work outdoors in heat, rain, and physical conditions?**

Yes

No – Explain: \_\_\_\_\_

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### SECTION 3: Education

Graduation Year (or expected): \_\_\_\_\_

Will you be 18 years old before the job starts (June 1<sup>st</sup>)?

Proof of age required upon employment

Yes

No – Date you turn 18: \_\_\_\_\_

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### SECTION 4: Work Experience

Previous Employment (can include volunteer work):

1. Employer: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Dates: \_\_\_\_\_ to \_\_\_\_\_
2. Employer: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Dates: \_\_\_\_\_ to \_\_\_\_\_

What tools or equipment have you used before?

Lawn mower

Weed trimmer

Power washer

Hand tools (rakes, shovels, etc.)

Power tools (drills, saws, etc.)

None

Other: \_\_\_\_\_

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## SECTION 5: Skills & Work Ethic

**Check all that apply to you (be honest):**

- I show up on time
- I follow instructions the first time
- I can work independently
- I'm a hard worker
- I'm comfortable with physical labor
- I respect authority and coworkers
- I take pride in doing things right

**What are your strengths that would help on this job?**

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**What would be a challenge for you in this kind of work?**

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## SECTION 6: Work Expectations & Commitment

Working for the Village of Ladd means being dependable, respectful, and ready to put in a full day's work — rain or shine. You're expected to:

- Arrive on time every day (7:00 AM sharp)
- Be ready to work until 3:30 PM
- Follow instructions from supervisors
- Work safely, respectfully, and efficiently
- Take care of tools and equipment
- Notify us in advance if you're sick or can't show up

**Repeated absences, tardiness, or poor work ethic may result in termination.**

This is a real job — we expect real responsibility.

## SECTION 7- References (Not Family)

*Include at least one teacher, coach, employer, or adult who knows your work ethic.*

1. Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_

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## SECTION 8: Parent/Guardian Consent (Required if under 18)

If applicant is 17 and will turn 18 during the summer, parent/guardian **must** sign this section.

I give permission for my child, \_\_\_\_\_, to apply for and, if selected, work as a Summer Helper for the Village of Ladd. I understand they may be using equipment such as mowers, trimmers, and other tools under supervision.

**Parent/Guardian Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Emergency Contact Phone #:** \_\_\_\_\_

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## SECTION 9: Applicant Signature

I certify that all information on this application is true to the best of my knowledge. I understand that this is a **temporary seasonal position** and employment is not guaranteed.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_