



NORTH EAST POLICE DEPARTMENT CROSSING GUARD

The Town of North East is seeking applications for a School Crossing Guard position with the North East Police Department. Responsibilities include assist school children in crossing the street safely at designated locations during given times of the school day. Applicant must possess average intelligence; good physical condition, including sight, hearing and ability to move and maneuver quickly in order to avoid danger from errant vehicles; ability to communicate specific instructions clearly, firmly and courteously; mental alertness; neat appearance; good character; dependability and an overall sense of responsibility for the safety of students. The pay range is \$8.75 to \$12.13 per hour. The Town is an E.O.E. Applications should be submitted to The Town of North East, P.O. Box 528, North East, MD 21901-0528; ATTN: Town Administrator. Closing date is **August 11, 2016** at 4:00 P.M.



Due By: Aug 11, 2016 at 4:00 p.m.
Date

Returned On: _____
Date

TOWN OF NORTH EAST, MD

NOTICE TO APPLICANTS

Screening tests for illegal drug use may
be required as a condition of employment.

APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR: Adult Crossing Guard

Regular Full-Time _____ Temporary _____ Emergency _____ Contractual _____

How did you learn of employment opportunities with the Town? _____

Town Policy prohibits employment of an immediate family member into a position supervised by a relative.

Do any members of your family work for the Town of North East? Yes _____ No _____

If yes, please indicate name and position: _____

PERSONAL DATA

NAME _____
(Last) (First) (Middle)

List any other name under which your educational or work records may appear: _____

Home Phone No. _____ Cell Phone No. _____ Social Security No. _____

Address _____
(Street) (City) (State) (Zip Code)

Are you legally eligible for employment in the United States? (Proof of U.S. citizenship or immigration status will be required upon employment) Yes [] No [] If no, please explain: _____

When is the best time to reach you during the day? _____ Phone No. _____

Have you, since age 18, been convicted of a misdemeanor or felony other than minor traffic violations? (Each conviction will be judged in relation to time, seriousness and circumstances and will not necessarily bar you from employment.)

Yes [] No [] If yes, describe in full: _____

As An Equal Opportunity Employer, the Town of North East does not discriminate in hiring or other terms and conditions of employment regardless of race, religion, color, creed, national origin, sex, marital status, age, or the presence of any sensory, mental, or physical disability or any other reason prohibited by federal, state, or local law.

Americans with Disabilities Act: No qualified individual with a disability shall on the basis of the disability, be subjected to discrimination in employment under any service, program, or activity conducted by the Town of North East. It is also essential that the Town will not compromise safety in any of their hiring practices. The Town of North East will make all reasonable accommodations with regard to employment of individuals with disabilities. The Town will not discriminate in any way toward any employee with regard to employment related activities (i.e.; hiring, firing, tenure, layoffs, leave, etc.). No employee will be discriminated against for their association or relationship to any disabled person.

EDUCATIONAL DATA

Did you successfully complete?	Circle Highest-Grade Successfully COMPLETED	Name and Address of Last Elementary and High School Attended and Course of Study
Elementary yes <input type="checkbox"/> no <input type="checkbox"/>	1 2 3 4	_____
Junior High yes <input type="checkbox"/> no <input type="checkbox"/>	5 6 7 8	_____
Senior High yes <input type="checkbox"/> no <input type="checkbox"/>	9 10 11 12	If you did not graduate from high school, have you received
Date Graduated: _____		a GED? Yes <input type="checkbox"/> No <input type="checkbox"/>
		If yes, give # _____

COLLEGE OR UNIVERSITY

Name and Address of College, University or Professional School and Course of Study	Degree Received and Major	Number Semester Hours	Years Completed	Completion Date

OTHER TRAINING

Name and Address of School	Subjects Studied	Years Completed	Did you finish the course?
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Do you currently serve in the Military or are you a Veteran? Yes _____ No _____

Typing/Keyboarding: _____ w.p.m. Shorthand: _____ w.p.m.
(if applicable to position for which you are applying)

List any licenses and/or certificates that you possess which relate to the position for which you are applying. If you are applying for a position which requires driving a Town vehicle, please note the Driver's License Number and Class in which you possess a valid license.

LIST MACHINES and/or EQUIPMENT YOU CAN OPERATE (if applicable to job for which you are applying)

ADDITIONAL INFORMATION

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodations? (The Town of North East adheres to the principles of the Americans with Disabilities Act).

Yes _____ No _____

If no, please list the accommodation(s) you feel would be necessary to allow you to perform these functions: _____

EMPLOYMENT RECORD DATA

Give employment record as completely as possible starting with your present or last employer.
(include Military Service) Attach additional sheets if necessary.

1. Employer	Address	Mo/Yr Start	Mo/Yr End
Type of Business	Reason for leaving/ (wanting to leave)	Salary Start	Present/End Salary
Title of Position	Name of Supervisor	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone #
Duties: _____ _____			

2. Employer	Address	Mo/Yr Start	Mo/Yr End
Type of Business	Reason for leaving	Salary Start	End Salary
Title of Position	Name of Supervisor	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone #
Duties: _____ _____			

3. Employer	Address	Mo/Yr Start	Mo/Yr End
Type of Business	Reason for leaving	Salary Start	End Salary
Title of Position	Name of Supervisor	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone #
Duties: _____ _____			

4. Employer	Address	Mo/Yr Start	Mo/Yr End
Type of Business	Reason for leaving	Salary Start	End Salary
Title of Position	Name of Supervisor	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone #
Duties: _____ _____			

PERSONAL REFERENCES

<u>Name</u>	<u>Address</u>	<u>Relation to Applicant</u>	<u>Occupation</u>	<u>Telephone Number</u>
1. _____				
2. _____				
3. _____				

Have you worked for the Town before? Yes _____ No _____

If yes, Dates: _____ Department worked for: _____

How soon can you report to work? _____

If employed, are you willing to accept the approved salary for the job? _____

Do you have a valid driver's license? Yes _____ No _____ Number & Type _____

I authorize the Town of North East to investigate any and all statements made in this Employment Application. If in the judgment of the Town, any misrepresentation has been made herein or the results of the investigation are not satisfactory, an offer of employment may be withdrawn; and, if I am already employed, my employment may be terminated immediately.

I voluntarily consent to allow the Town of North East or any of its officers, employees or agents to check my references by contacting any person whom they deem to be an appropriate reference. I understand that these questions may be about my personal or educational background, work experience, character, and personality, including information of a confidential or privileged nature.

Date _____ Applicant Signature _____

I understand that if I am selected for an appointment to a position with the Town of North East I will be required to have a physical examination, including drug screen, on the basis of which I may or may not be accepted for employment.

Date _____ Applicant Signature _____

MAKE SURE YOU HAVE ANSWERED ALL THE QUESTIONS ON THIS FORM. IF YOU HAVE NOT FILLED IT OUT COMPLETELY, IT MAY RESULT IN THE REJECTION OF YOUR APPLICATION.

EMPLOYMENT APPLICATION POLICY

This employment application will be considered for the specific position opening only. All employment applications shall be retained for a period of 4 years.

**RETURN TO: TOWN ADMINISTRATOR
106 SOUTH MAIN STREET
NORTH EAST, MARYLAND 21901**



AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

The Town of North East is an equal opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, color, creed, religion, age, sex, national origin, ancestry, marital status, military status, or the presence of any non-job-related medical condition or disability. Please keep in mind the questions contained in this application are not intended to be discriminatory based on any non-job information.

The information requested below is voluntary and will be used to complete statistical reporting required to analyze our applicant flow. It will be separated from your application and will have no effect on the disposition of your application. Thank you for your cooperation.

Position Applied: _____

Date: _____

Sex: **Male:** _____ **Female:** _____

Race/Ethnic Identification:

_____ **White/Caucasian, Indo-European, Pakistani, East Indian**

_____ **Black/African American, Jamaican, Trinidadian, West Indian**

_____ **Hispanic, Mexican, Puerto Rican**

_____ **American Indian, Alaskan Native**

_____ **Asian, Pacific Islander**

TOWN OF NORTH EAST



AUTHORIZATION TO RELEASE INFORMATION

I, _____, do hereby authorize a review of, and full disclosure of all records, or any part thereof, concerning myself, by a duly authorized agent of the Town of North East, whether said records are of public, private or confidential nature, and regardless if the information may be derogatory in nature.

The intent of the authorization is to give my consent for full and complete disclosure of the records of educational institutions, financial or credit institutions, (including credit reports and/or ratings); employment and pre-employment records including background check, efficiency ratings, complaints or grievances filed by or against me, and salary records; real and personal property records; financial statements and records including criminal and/or traffic records; records of complaints of a civil nature made by or against me wheresoever located, to include the records of recollections of attorneys at law or of other counsel, whether representing me or another person in any other case in which I presently have, or have had an interest. It is my specific intent, therefore, to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically identified herein for the purpose of determining suitability for employment with the Town of North East.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon the Release Authorization will be considered in determining my suitability for employment by the Town of North East.

I agree to indemnify and hold harmless the person to whom the request is presented and his/her agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney fees arising out of or by reason of complying with this request.

I further understand that in the event my application is disapproved, the source of confidential information cannot be revealed to me. A photocopy of the release form will be as valid as an original hereof; even though said photocopy does not contain an original writing of my signature.

Applicant Signature: _____ Date: _____

Address: _____

DOB: _____ SSN: _____

Witness: _____ (Printed) _____ (Signature)

VERIFICATION OF FORMER EMPLOYMENT

A - Employee (Complete Section A only, Print all information)

Former
Employer _____
Name and _____
Address _____

Telephone # _____

The Town of North East
Attn: Town Administrator
106 South Main Street
North East, MD 21901
410-287-5801, FAX: 410-287-8267

Applicant Name	If this name differs from name used at your previous employment, please indicate name used	Social Security Number

THE FOLLOWING INFORMATION IS REQUIRED FOR VERIFICATION BY YOUR FORMER EMPLOYER

DEPARTMENT	JOB TITLE	BASE SALARY	BONUS	OTHER COMPENSATION i.e. car allowance, etc.	EMPLOYMENT DATES FROM: TO:	
Reason for Leaving						
Authorization for Release of Information	Applicant Signature:				Date:	
Town of North East Personnel	Personnel Representative:				Date:	

B - Former Employer

(Please complete this section for the above individual who has applied for employment with the Town of North East and return in the enclosed envelope,)

	CIRCLE ONE	COMMENTS
WAS THE JOB TITLE AS STATED?	YES NO	
WAS THE BASE SALARY AS STATED?	YES NO	
WAS THE BONUS AS STATED?	YES NO	
IS THE PERIOD OF EMPLOYMENT AS STATED?	YES NO	
IS THE REASON FOR LEAVING CORRECT?	YES NO	
WOULD YOU REHIRE THIS INDIVIDUAL?	YES NO	
OTHER COMMENTS:		
FORMER EMPLOYER SIGNATURE:	TITLE:	DATE:
		TELEPHONE NUMBER:



MAYOR AND COMMISSIONERS OF THE TOWN OF NORTH EAST JOB DESCRIPTION

JOB TITLE:

Adult Crossing Guard

DEPARTMENT:

Police

NATURE OF WORK:

Assists school children in crossing the street safely at designated locations during given times of the school day; organize students into groups at the curb for safe crossing; request students to dismount bicycles or remove roller skates/blades before escorting across the street; minimize traffic congestion and reduce traffic hazards by following prescribed safety procedures; control traffic by hand signals, giving consideration to the distance required to stop and signal for traffic to resume; obtain license number of traffic violators and problems requiring possible police action; and performs other related duties as assigned. Crossing guards shall not direct traffic in the usual law enforcement regulatory sense. In the control of traffic, they shall pick opportune times to create a sufficient gap in the traffic flow. At these times, they shall stand in the roadway to indicate that pedestrians are about to use or are using the crosswalk, and that all vehicular traffic must stop.

SUPERVISION:

Reports to Chief of Police

EXAMPLES OF WORK:

- Directs pedestrians through designated school crossing zone;
- Escorts children across street; steps onto cross walk to indicate vehicles are required to stop, directs pedestrians to cross within designated crossing zone, remains in the center of the zone throughout pedestrian traffic flow;
- Returns to side of the street, directing continuation of through vehicular traffic;

Adult Crossing Guard Job Description
Page 2

- Observes actions of vehicular traffic through crossing zone, notes violators and reports to Police Officer;
- Observes behaviors and activities of persons in proximity of school grounds for inappropriate/illegal activities, reports to appropriate person(s);
- Provides assistance and escorts children across streets;
- Performs other duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to exercise good judgment in order to safeguard life and property;
- Ability to provide a safe environment for school children;
- Ability to earn the respect and cooperation of the school children and vehicle drivers;
- Ability to communicate effectively both orally and in writing;
- Ability to understand and follow oral and written instructions;
- Ability to maintain cooperative working relationship;
- Ability to deal constructively with conflict;
- Ability to respond to emergency and problem situations in an effective manner;
- Ability to understand, explain and apply policies and procedures;
- Ability to have good sight and hearing capabilities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The work environment involves a risk of environmental stress which requires a range of safety and other precautions, e.g., inattentive, speeding or reckless motorists or extreme outdoor weather conditions.

Work requires occasional strenuous effort, i.e. holding handheld stop sign, verbal commands and using hand signals to control; and standing in a fixed position for an extended period of time.

PHYSICAL DEMANDS AND WORK ENVIRONMENT (Continued):

Good physical condition, including sight, hearing and ability to move and maneuver quickly in order to avoid danger from errant vehicles.

QUALIFICATIONS:

To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed above and below are representative of the knowledge, skills and/or ability required. High standards for selection of crossing guards are essential because they are responsible for the safety of and the efficient crossing of the street by schoolchildren within and in the immediate vicinity of school crosswalks.

Crossing guards should possess the following minimum qualifications:

- Average intelligence;
- Ability to control a STOP paddle effectively to provide approaching road users with a clean, fully direct view of the paddle's STOP message during the entire crossing movement;
- Ability to communicate specific instructions clearly, firmly and courteously;
- Ability to recognize potentially dangerous traffic situations and warn and manage students in sufficient time to avoid injury;
- Mental alertness;
- Neat appearance;
- Good character;
- Dependability; and
- An overall sense of responsibility for the safety of students.

EDUCATION, EXPERIENCE, LICENSES, MISCELLANEOUS:

Education: High School Diploma or have a G.E.D.

Experience: None required.

Licenses: None required.

EDUCATION, EXPERIENCE, LICENSES, MISCELLANEOUS (Continued):

Miscellaneous: Must pass background check. Attends work on a regular and dependable basis.

LANGUAGE SKILLS:

Ability to communicate both orally and in writing. Ability to read, write and understand English at the level necessary for efficient job performance.

MATHEMATICAL SKILLS:

None required.

REASONING ABILITY:

Ability to exercise a high degree of sound judgment and be able to work within guidelines with no direct supervision.

OTHER SKILLS AND ABILITIES:

Maintain a high level of professionalism at all times; project and maintain a positive image on behalf of the Police Department and the Town of North East with those contacted in the course of work.

EXEMPT:

No

This is a part-time position.

SALARY LEVEL:

L1 TO L15 (\$7.50 to \$12.13 per hour)(See Resolution No. 2002-06-05)

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.

Adopted: Resolution No. 2015-08-02

Date: August 26, 2015



JOB DESCRIPTION ACKNOWLEDGMENT

I, _____ hereby acknowledge and
PLEASE PRINT NAME

affirm that I have read and understand the attached job
description for the position of Adult Crossing Guard.

Signature

Date