

City of Muscle Shoals

2010 Avalon Avenue • Muscle Shoals, Alabama 35661
Post Office Box 2624 • Muscle Shoals, Alabama 35662-2624
(256) 383-5675 • Fax: (256) 386-9201 • www.cityofmuscleshoals.com

Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Instructions: Complete all information. Please complete insert if enclosed. Be sure to sign and date the application. MUST use ink on this application.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Last Name		First Name		Middle Name	
Address	Street	City	State	Zip Code	
Telephone Number(s)			Social Security Number (Optional)		
E-Mail Address					

POSITION APPLYING FOR: _____

May we contact your present employer? Yes No

Have you filed an application or been employed here before? 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

Are you available to work? Full time Part time On Shifts

Are any of your relatives employed with the City of Muscle Shoals? Yes No

If yes, list name(s) _____

Have you been convicted of a felony? Yes No

If yes, please explain _____

Have you ever been convicted or arrested for any reason other than a minor traffic violation? Yes No

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

Can you travel if a job requires it? Yes No

Education

	Name of School	City and State	Year Graduated	Course of Study	Course or Degree
High School					
College					
College					
Vocational					
Other (Specify)					

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Give name, address and phone number of three references not related to you.	
Name	Address and Phone Numbers

Employment Experience

THIS SECTION MUST BE COMPLETED EVEN WITH RESUME ATTACHED.

List each job held. Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status.

1	Current or Last Employer	Dates Employed		Work Performed
		From	To	
	Telephone Number(s)			
	Job Title	Salary (Optional)		
	Supervisor (Include first and last name)			
	Reason for Leaving			
2	Previous Employer	Dates Employed		Work Performed
		From	To	
	Telephone Number(s)			
	Job Title	Salary (Optional)		
	Supervisor (Include first and last name)			
	Reason for Leaving			
3	Previous Employer	Dates Employed		Work Performed
		From	To	
	Telephone Number(s)			
	Job Title	Salary (Optional)		
	Supervisor (Include first and last name)			
	Reason for Leaving			
4	Previous Employer	Dates Employed		Work Performed
		From	To	
	Telephone Number(s)			
	Job Title	Salary (Optional)		
	Supervisor (Include first and last name)			
	Reason for Leaving			

Agreement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of all statements contained in this application as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

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 City of Muscle Shoals.

Signature of Applicant

Date

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

FOR HUMAN RESOURCE DEPARTMENT USE ONLY - DO NOT WRITE BELOW

Initial Complete Incomplete

Scheduled Agility Test Date: _____ Time: _____

Scheduled Interview Date: _____ Time: _____

Additional Interview Date: _____ Time: _____

Notes: _____

Employed Yes No

Date of Employment _____

**QUESTIONS FOR GROUNDSKEEPER
CYPRESS LAKES GOLF COURSE**

- (1) The applicant must have a high school diploma or GED.
Do you meet this requirement? Yes _____ No _____

PLEASE ATTACH A COPY OF YOUR DIPLOMA (HIGH SCHOOL OR COLLEGE) OR GED CERTIFICATE.

- (2) Do you have two years of work experience in golf course maintenance or any other applicable experience?
Yes _____ No _____

- (3) The applicant must have a valid driver's license.
Do you meet this requirement? Yes _____ No _____

PLEASE INCLUDE DRIVER LICENSE NUMBER AND EXPIRATION DATE IN THE SPACES INDICATED BELOW:

DRIVER LICENSE NUMBER _____

EXPIRATION DATE: _____

- (4) Do you understand that any offer of employment is conditional upon a physician's certification of your fitness for duty based upon job-related criteria?
Yes _____ No _____

- (5) Do you understand that any offer of employment is conditional upon a successful completion of controlled substance testing?
Yes _____ No _____

- (6) Is any member of your or your spouse's immediate family (defined by Paragraph #1.2.1 of the Civil Service Board's Personnel Policies and Procedures as spouse, parent, child, brother, sister, grandparent, grandchild, aunt, uncle, nephew, niece) employed in the department for which you desire consideration?

Yes _____ No _____

If Yes, please name: _____

I certify that answers given herein are true and correct to the best of my ability. I also understand, that in the event I am employed, that false or misleading information given on this form may result in my discharge.

Signature of Applicant

Date

BACKGROUND REPORT DISCLOSURE STATEMENT

Please read the information on this form carefully. It describes your rights as a consumer.

City of Muscle Shoals uses Risk Mitigation Services, Inc. to conduct background investigations as part of its employment process. Such background investigations are covered by Section 603 of the federal Fair Credit Reporting Act (FCRA) and are termed "consumer reports" and/or "investigative consumer reports". Risk Mitigation Services, Inc. is a "Consumer Reporting Agency" (CRA) covered by the FCRA. City of Muscle Shoals uses the background reports provided by Risk Mitigation Services, Inc. for employment, continued employment, volunteer status, or promotion purposes. City of Muscle Shoals will procure the report from:

Risk Mitigation Services, Inc.,
PO Box 2129
Muscle Shoals, AL 35662
Tel. 866-383-1180
www.riskmitigation.us

Under Section 603 of the FCRA, a consumer report or consumer investigative report is an independent investigation of your background, which may include information regarding your "character, general reputation, personal characteristics, or mode of living." The background report that Risk Mitigation Services, Inc. provides may contain information about your driving record, civil and criminal legal and court records, criminal conviction records, education, professional or employment-related credentials, credit history, identity, locations and addresses where you have lived, Social Security number, education history, previous employment, and other public records.

The FCRA requires that if City of Muscle Shoals denies you employment, continued employment, volunteer status, or promotion as a result of information contained in a background report, you must be provided with a copy of the report, a summary of your rights under the FCRA, the name, address, and telephone number of the consumer reporting agency that furnished the report and given a reasonable opportunity to respond to disputed information contained in the report.

I hereby consent to your obtaining the above information from Risk Mitigation Services, Inc.

First Name (please print)	Middle Name	Last name
Signature		Date

Social Security Number: _____ *Date of Birth: _____

Driver's License Number: _____ DL State: _____

Daytime Telephone Number: _____

International Applicants

International Government ID: _____
ID# Country of Origin

International Address: _____
Physical Address

City/Province/Country

*Without this information, we will be unable to properly identify you in the event we find adverse information during the course of the background check.

**IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION
ACKNOWLEDGMENT AND AUTHORIZATION**

USA Applicants Only: I acknowledge receipt of the BACKGROUND CHECK DISCLOSURE STATEMENT and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents.

Applicants with Personal Data from Outside the USA Only: I acknowledge receipt of the DATA PRIVACY NOTICE and certify that I have read and understand the document.

I hereby freely authorize release to City of Muscle Shoals of consumer reports and/or investigative consumer reports as part of its evaluation of my application for employment, continued employment, or promotion. I also authorize disclosure to City of Muscle Shoals and/or to Risk Mitigation Services, Inc. or its agents information that City of Muscle Shoals deems pertinent to its consideration of my application for employment, continued employment, or promotion, including but not limited to my employment history, earning history, education (transcripts), motor vehicle driving licensure and record, criminal history, credit history, public records, records of administrative adjudications, by any individual, corporation or other private or public entity, including without limitation the following: employers; learning institutions, including colleges and universities; law enforcement agencies; federal, state and local courts; the military; motor vehicle records agencies; credit bureaus, and other applicable sources. These reports may contain information regarding your use of social media, the content that you contribute to social media, and any other publicly-available information about you on the Internet. Social media include, but are not limited to, social networking websites (e.g., Facebook, MySpace), professional networking websites (e.g., LinkedIn), video-sharing websites (e.g., YouTube), image-sharing websites (e.g., Flickr), blogs, wikis, virtual worlds, and personal websites.

In accordance with the host nation's laws and the laws applicable to me depending on my location regarding the release of information, I authorize the release and transmittal of information from any country to the above listed parties, their clients, and/or their agents or vendors located in any country, including countries outside the European Union that may have a different level of data protection or inadequate data protection laws as defined by the European Commission.

I understand this authorization will apply throughout my employment status to the extent permitted by law, unless revoked or canceled by sending a signed revocation letter or statement to City of Muscle Shoals. I understand to the extent allowed by law, information contained in my job application or that I have otherwise disclosed before, during, or after my employment, if any, may be used to obtain consumer reports and/or investigative consumer reports.

I understand that providing false information or omitting material information on my employment application materials or as part of the employment process is grounds for rejecting employment, or terminating employment, whenever discovered.

This Authorization form, in original, faxed, photocopied, or electronic form, will be valid for any reports that City of Muscle Shoals may request. The following is my true and complete legal name and all information is true and correct to the best of my knowledge.

New York Applicants Only: Upon request, you will be informed whether or not a consumer report was requested by Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of ARTICLE 23-A OF THE NEW YORK CORRECTION LAW.

New York City Applicants Only: You acknowledge and authorize Company to provide any notices required by federal, state or local law to you at the address(es) and/or email address(es) you provided to the Employer.

Minnesota and Oklahoma Applicants Only: Please check this box, if you would like to receive a copy of a consumer report, if one is obtained by Company.

Washington State Applicants Only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Printed Name: _____

Signature: _____ Date: _____

CITY OF MUSCLE SHOALS

JOB DESCRIPTION

Job Title: Golf Course Groundskeeper

Department: Cypress Lakes

FLSA:

Grade:

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: November 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Golf Course Maintenance Superintendent

Subordinate Staff: None

Internal Contacts: Parks and Recreation Employees

External Contacts: General Public

Job Summary

Under the supervision of the Golf Course Maintenance Superintendent, the employee performs work involving the use of large equipment, including tractors, loaders, trenchers, backhoes, trucks, and other maintenance equipment. The employee performs a variety of golf course maintenance duties involving the use of both large and small maintenance equipment. The duties may range from routine manual labor to skilled construction projects as related to golf course maintenance. This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Grounds Maintenance. The employee maintains the turf and landscaping of the golf course adhering to all rules and regulations, established policies, and safety protocols.

1. Changes putting cups and tee marker positions, replaces tee towels, maintains ball washers, services course restroom facilities, and performs other duties relating to daily course set up.
2. Maintains club landscaping, weeds beds, trim shrubs and trees, spreads mulch, and other duties as assigned by the Golf Course Maintenance Superintendent.
3. Performs manual labor in assisting in the completion of various course projects.
4. Operates manual chemical sprayers and fertilizer spreaders under the direction of the Golf Course Maintenance Superintendent.
5. Operates smaller equipment such as bunker rakes, string trimmers, and push mowers.
6. Performs miscellaneous duties as assigned by the Golf Course Maintenance Superintendent.

ESSENTIAL FUNCTION: Equipment Operation and Maintenance. Operates various types of equipment used in course maintenance operations and performs preventative maintenance to assist in efficient equipment operations.

1. Operates both reel and rotary type mowers for the purpose of maintaining greens, tees, collars, approaches, fairways, roughs, and clubhouse grounds.
2. Operates cultivation and conditioning equipment such as greens aerator, fairway and rough aerator, sand top dresser, greens and tee vertical mower, fairway vertical mower, greens spiker, sod cutter, tiller, and landscape grader.
3. Operates larger equipment such as tractors, loaders, and backhoe.
4. May operate smaller equipment as directed by the supervisor.
5. Ensures the equipment is always working properly; checks and refills fuel and oil daily; cleans equipment daily, and reports equipment problems or failures to the supervisor immediately.
6. Provides basic preventive maintenance on equipment as directed by the supervisor and returns equipment to the designated location at the maintenance facility.

ESSENTIAL FUNCTION: Public Relations. Coordinates activities and represents the facility to assist with the provision of optimal services.

1. Ensures sound relationships are maintained between the maintenance staff and customers.
2. Ensures proper consideration is given to customer complaints and suggestions.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(*Can be acquired on the job)

1. *Knowledge of City and Departmental rules, regulations, policies, and procedures.
2. *Knowledge of City geography, and road systems.
3. Knowledge of safety rules including accident causation and prevention.
4. Knowledge of safety and health standards regarding golf operations.
5. Knowledge of methods, equipment, and materials used in maintaining a golf course.
6. Knowledge of general repair and maintenance procedures.
7. Knowledge of safe operating procedures for light and medium duty equipment.
8. Reading skills to understand and parts manuals and instructions.
9. Writing skills to complete routine forms and records.
10. Communication skills to effectively communicate internally and externally, both orally and in writing.
11. Ability to communicate effectively with supervisors, subordinates, and others.
12. Ability to operate equipment used in the maintenance of golf course grounds.
13. Ability to work independently without close supervision.
14. Ability to perform work requiring a moderate amount of physical stamina outdoors in a variety of weather conditions.
15. Ability to communicate effectively verbally, in writing, and electronically.
16. Ability to perform basic supervisory functions.
17. Ability to work with the public.
18. Ability to deal effectively with supervisor and subordinates.
19. Ability to prepare forms and records.
20. Ability to maintain professional attitude.
21. Ability to deal with all contacts in a courteous and patient manner.
22. Ability to drive.

Minimum Qualifications

1. Ability to read and write.
2. Two years of work experience in golf course maintenance; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job will be considered.
3. Possess a current and valid driver's license; must be insurable.
4. Ability to work non-standard hours, holiday, nights, and weekends.
5. Ability to pass a pre-employment background check and random drug screens.

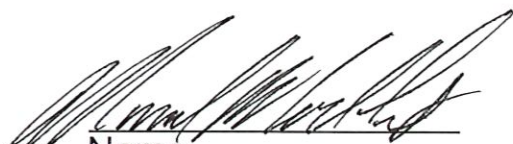
Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas.

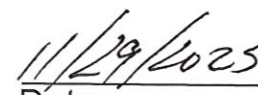
Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, or similar situations where conditions cannot be controlled.

Approval


Name


Title


Date