



**TOHONO O'ODHAM NATION  
TRIBAL EMPLOYMENT RIGHTS OFFICE**

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## **WANTED**

### **3-General Laborer \$17.27/HR**

See attached job description

### **1-Equipment Operator \$24.94/HR**

See attached job description

Both positions estimated 3-4 weeks

(Davis Bacon Wage Determination, rates include fringe)

**Company: Sun Valley Landscape**

**Project Location-Sells Community-TOKA 1008-TC-16**

**CLOSING DATE: Friday October 06, 2017 at 10:00AM**

**INTERVIEW DATE: Friday October 06, 2017 at 11:30AM**

*APPLICATIONS AVAILABLE AT THE TON/GRIC/PYT T.E.R.O. OFFICES, YOUR LOCAL DISTRICT OFFICE AND THE PHOENIX/TUCSON INDIAN CENTER*

## **Landscape Laborer:**

### **Responsibilities:**

- Works with others and the ability to work independently as required
- Clears trenches, digs holes, and performs hand grading as necessary using a pick, shovel, or other hand tools
- Plant trees and shrubs as instructed
- Spread and rake landscape rock
- Install and roll Sod
- Staking of trees
- Apply fertilizer, mulch, and other planting materials as required
- Performs general clean up at the work site
- Ensures work is performed to the company standards
- Attend Safety Meeting as required
- Other duties as required by the Foreman or Superintendent

### **Requirements:**

- Must have a minimum of 1-year experience in performing the responsibilities above
- Must have basic landscape knowledge or be willing to learn
- Must be able to lift over 50 pounds
- Must be able to handle frequent kneeling, bending, digging, squatting, pulling, etc.
- Must be able to use a shovel, pick axe, planting bar, rake and other landscape equipment
- Must be able to tolerate natural elements (heat, sun, wind, rain) for extended periods of time

## **Landscape Equipment Operator:**

### **Responsibilities:**

- Works with others and the ability to work independently as required
- Operates equipment (trencher, back hoe, mini excavator, skid steer, grade tractor, reach fork, front end loader, etc.)
- Loading and unloading of trucks
- Knowledgeable on operating equipment for the installation of varies landscape materials such as trees, shrubs, decomposed granite, Rip Rap, irrigation pipe etc.
- Inspect equipment for safe operating before use
- Greases equipment as required
- Attend Safety Meeting as required
- Other duties as required by the Foreman or Superintendent

### **Requirements:**

- Must have a minimum of 5-years' experience in equipment operating as outlined above
- Must be able to lift over 50 pounds
- Must be able to handle long periods of siting and operating
- Must be able to tolerate natural elements (heat, sun, wind, rain) for extended periods of time

# APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER

## PERSONAL INFORMATION

NAME		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO		REFERRED BY:	

## EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START:	SALARY DESIRED:
ARE YOU EMPLOYED? YES NO	IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? YES NO	
EVER APPLIED TO THIS COMPANY BEFORE? YES NO	WHEN?	

## EDUCATION

NAME	LOCATION OF SCHOOL	YEARS	DID YOU GRADUATE	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
OTHER				

## GENERAL

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS	
US MILITARY OR NAVAL SERVICE	RANK

**FORMER EMPLOYERS**

(LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE	NAME AND ADDRESS	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

**REFERENCES**

GIVE THE NAMES OF THREE PEOPLE NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

NAME	PHONE	BUSINESS	YEARS KNOWN
1. _____			
2. _____			
3. _____			

**AUTHORIZATION**

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE. AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE."

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_