Cambridge Seasonal Laborer Lottery Program
2015

- 9 week assignments at Public Works Department
- Assignments are outdoors, typically on rubbish trucks, in the cemetery or on public properties
- $14.95 per hour, 40 hours per week, $598.00 per week
- Open to current Cambridge residents willing/able to perform heavy labor duties with reasonable accommodation
- Must have proper clothing and footwear (i.e., work boots) at the time of appointment to perform work safely
- Applicants selected by Lottery from those who apply

To Be Eligible for 2015 Seasonal Lottery, Please Complete a New Seasonal Laborer Lottery Application Form & Fitness Statement

Only one Lottery Application per person will be eligible

Applications available at

Personnel Department
Cambridge City Hall, Room 309
795 Massachusetts Ave
Cambridge, MA 02139

Or on-line at www.cambridgema.gov under 'Jobs'

Contact Personnel at 617-349-4332 for additional information

Typical Duties of Seasonal Laborer

Picking up rubbish from sidewalks in front of houses and other establishments as required, loading refuse onto trucks, collecting garbage, yard waste and bulky items

Mowing grass using hand or powered equipment; Trimming shrubs and lower parts of trees along sidewalks and streets;

Sample Documents to Establish Cambridge Residency

If selected in the random lottery, applicants will need to provide proof of current Cambridge residency at time of seasonal appointment. Acceptable documents to establish residency include the following**:**

- Current Driver's License with Cambridge address
- Current Mass. ID with Cambridge address
- Recent (within the past 60 days) utility (water, electric, heating) or other bills mailed to applicant at a Cambridge address
- Copy of current Cambridge lease listing applicant's name
- Letter or other document from Cambridge shelter
- Copy of current automobile registration listing the applicant at a Cambridge address
- Copy of current real estate tax bill or excise tax bill showing the applicant at a Cambridge address
- Copy of current bank statement listing the applicant at a Cambridge address
- Copy of current paycheck listing the applicant at a Cambridge address
- Current Voter Registration Record or notarized statement by the Local Registrar of Voters listing applicant at a Cambridge address

Cambridge Employment Program

We strongly encourage all lottery applicants to go to the Office of Workforce Development for a special intake about the City's employment services, including the Cambridge Employment Program (CEP). If selected in the lottery, the Personnel Department will need to verify that the applicant has gone though this intake process before they begin a work assignment. We recommend that applicants visit the Office of Workforce Development while they are waiting to hear if they have been selected. CEP intake for lottery applicants will be done on a drop-in basis Monday - Friday, between 9:00 - 11:30 a.m., on the first floor of 51 Inman Street.

Post Lottery Screening

Those randomly selected in the quarterly lottery will be invited to participate in the post lottery screening. This includes bringing documents to verify **current** Cambridge residency (see above list) as well as completing a Criminal Offender Record Information (CORI) authorization form (for past convictions, and any pending criminal cases). Staff from the Personnel Dept. will review CORI, verify current residency, verify certification of CEP interview and check prior employment records. If appointed, you will need to provide proof of eligibility to work in the United States.

CITY OF CAMBRIDGE
Voluntary Self-Identification Form

The City of Cambridge is an Affirmative Action/Equal Opportunity employer. Qualified applicants are considered without regard to race, color, sex, age, religion, ancestry, national origin, sexual orientation, disability, or status as a disabled or Vietnam era veteran.

As an equal opportunity employer, the City of Cambridge complies with all relevant governmental regulations and affirmative action responsibilities. To help us with record keeping, reporting, and other legal requirements, we request that you complete this self-identification form. Submission of this information is completely voluntary, and refusal to provide it will not subject an applicant to any adverse treatment.

Please be advised that this survey is not a part of your official application for employment. This form will be filed separately from your application. It is considered confidential information that will not be used to discriminate against you in any way.

Application for Position of : (use title from posting/ad)	**Job Number:**

Ethnicity:	**Race:**	**Gender**:
☐ Hispanic or Latino ☐ Not Hispanic or Latino ☐ Cape Verdean ☐ Not Cape Verdean	☐ White ☐ Black or African American ☐ Asian ☐ American Indian or Alaskan Native ☐ Native Hawaiian or Other Pacific Islander ☐ Other _____	☐ Female ☐ Male

Veteran: ☐ Yes ☐ No
If yes, check: ☐ Vietnam Era (Aug 5, 1964- May 7, 1975) ☐ Other ☐ Disabled

Disability: ☐ Yes ☐ No

Name (Optional) _____ **Date:**_____

Application Form for Seasonal Lottery 2015
CAMBRIDGE RESIDENTS ONLY

Are you a current resident of the City of Cambridge? ❑Yes ❑ No

Applicant Name

Last Name _____ First Name _____ Middle Initial _____

Current Address

Street Address (include Apartment #) _____ City _____ State _____ Zip Code _____

Social Security Number _____ E-Mail Address _____

Daytime Phone _____ Cell Phone _____

List All other addresses you have resided at in the past 12 Months

Street Address (include Apartment #) _____ City _____ State _____ Zip Code _____

Street Address (include Apartment #) _____ City _____ State _____ Zip Code _____

Street Address (include Apartment #) _____ City _____ State _____ Zip Code _____

City of Cambridge Work History:

Have you worked for the City of Cambridge before? ❑ No ❑ Yes If **yes** please complete the following section, start with **most recent** information first.

City of Cambridge Dept Name _____ Job Title _____

Start Date _____ End Date _____ Reason for leaving City of Cambridge Employment _____

City of Cambridge Dept Name _____ Job Title _____

Start Date _____ End Date _____ Reason for leaving City of Cambridge Employment _____

Educational Background:

What is your highest level of education? Please check one:

❑ Graduate degree ❑ Bachelors degree ❑ Associates degree
❑ Some college ❑ High School diploma/GED ❑ Less than High School (Grade completed_____)

Other Work History:

Please list any other employment you had in the past two years, starting with the most recent information first

Company Name Job Title Start Date End Date

Company Street Address City State Zip Code

Reason for leaving employment

Company Name Job Title Start Date End Date

Company Street Address City State Zip Code

Reason for leaving employment

Company Name Job Title Start Date End Date

Company Street Address City State Zip Code

Reason for leaving employment

Have you been discharged from any employment (including the City of Cambridge) in the past five years? ❑Yes ❑ No
If **yes,** please provide company name and reason for discharge below:

Please be advised if selected by lottery for the seasonal employment roster, additional proof of residency and other information may be required by the applicant and will be communicated to the applicant by officials of the City of Cambridge

In signing this statement, I swear that my answers are truthful and complete and can be verified. I also understand that falsification of any information is subject to the penalties of perjury and may result in removal from any and all lottery pools, labor service employment registers and/or employment with the City of Cambridge.

I hereby authorize the City of Cambridge to obtain my previous work records, employment records, pay records, character references and any other necessary information. Further I grant authority to the keeper of these records to release said records to the City of Cambridge for the purpose of making its application decision. I agree that the City shall not be liable in any respect if a job offer/application is not extended, is withdrawn, or my application/employment is terminated because of false statement, omissions or answers made by me on this application. I agree that my previous employers shall not be liable with regard to any information provided by them in connection with this release.

Signature of Applicant: _____ Date:_____

For Personnel Dept Use
Date of Application Eligibility:_____

CITY OF CAMBRIDGE
795 MASSACHUSETTS AVENUE
CAMBRIDGE, MASSACHUSETTS 02139-3201
TEL: 617-349-4332
TDD: 617-349-4242
FAX 617-349-4312

PERSONNEL DEPARTMENT
Sheila Keady Rawson
Director

City of Cambridge
Seasonal Laborer Fitness Statement

The primary responsibility of this position is basic laboring duties. Positions are outdoors, typically on rubbish trucks, in the cemetery or on public properties Seasonal Laborers perform a combination of a variety of unskilled labor duties of which the following are typical examples:

- Picking up rubbish from sidewalks in front of houses and other establishments as required, loading refuse onto trucks, collecting garbage, yard waste and bulky items
- Shoveling materials and leveling areas, removing snow and ice using manual or small powered equipment, spreading salt on icy areas, digging holes, trenches, and other excavations, cleaning out sewers and catch basins;
- Loading and unloading supplies, moving furniture, assisting in placing and holding heavy items in place;
- Cleaning litter and debris from sidewalks, streets, gutters , and parking lots;
- Mowing grass using hand or powered equipment;
- Trimming shrubs and lower parts of trees along sidewalks and streets;
- Using standard tools, i.e., shovels, picks, axes, saws, heavy wrenches and small powered equipment.
- Performing other routine duties as assigned such as cleaning, sweeping, waxing, buffing, polishing, washing floors, walls, sinks, toilets, and other fixtures; picking up, collecting, and disposing of trash; seeing to it that supplies such as soap, towels, and paper are available.

Duties range from light physical to heavy laborious tasks. Candidate will be exposed to all weather conditions and will work in a moderate to high noise level environment caused by sound of machinery or powered equipment being used. Must be a Cambridge resident at time of appointment.

All labor positions, skilled, semi-skilled, and unskilled in the Cambridge Department of Public Works require

- A combination of repetitive lifting between 25-200 pounds,
- Bending, squatting, stretching, pushing, dragging, reaching, climbing, and pulling.
- Ability to work outside in all weather conditions
- **Must have proper clothing and footwear, including work boots, in order perform work safely**

Employee is required to adhere to all safety and dress code policies. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I certify that I am capable of performing the duties and responsibilities of this position, as explained above, with or without reasonable accommodation.

Print Name: _____ Social Security #: _____

Signature: _____ Date: _____