



**Employment Application Packet**  
for  
**Crew Member**  
Position

Pay Level: \$17.91 per hour  
Hours: 40 hours per week

Work site location: Westby Office

The job description is attached.

For your application to be considered, you must complete all of the following materials that have a check mark before them:

√ Application form

√ Ranking Criteria form

√ Resume

This application packet is due by 2:00 PM on Thursday, March 28, 2019.

We will only consider your application if we have received the materials by the specified due date and time.

**Materials may be emailed to [courtney.messer@couleecap.org](mailto:courtney.messer@couleecap.org), faxed to 608-634-3134, or mailed to, or dropped off at, the following location: Couleecap, 201 Melby Street, Westby, WI 54667**

If faxing, please call Courtney Messer at 608-424-4836 to make sure all pages were received.

For more information please visit our website at:

[www.couleecap.org](http://www.couleecap.org)

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AUXILIARY AIDS AND SERVICES AVAILABLE UPON REQUEST.





## A message from our Executive Director, Hetti Brown

Thank you for your interest in a position at Couleecap. Couleecap is a non-profit organization that has been serving the community for over 50 years. The key to our success is the staff of over 50 local residents who are dedicated to helping others. For many employees, this work is more than a job. It is a career, a life's work, a way of being part of the great Couleecap mission of *people helping people*. We believe that your contribution to fulfilling this mission will add great value to your life.

We are an anti-poverty organization. We fight the conditions of poverty throughout our communities. We work to help individuals and families improve their quality of life while advocating for solutions to the root causes of economic inequality. We want to hire people who share our commitment to these goals.

Couleecap is an inclusive workplace where diverse experiences, employee input, and teamwork are encouraged and supported. We offer a broad range of excellent pay and benefits and opportunities for personal and professional advancement. We want every individual to learn and grow while working at the agency. Beyond this, employees benefit from the feeling of personal satisfaction gained while helping others change their lives for the better.

Our organization has a dedicated and supportive Board of Directors. The Couleecap Board encourages the staff to be the best that they can be, and their support has enabled Couleecap employees to focus on providing outstanding service to our communities since 1966. If you are a dedicated employee who wants to help us accomplish our important work, we need you as much as you need us.

Thank you,

Hetti Brown



# COULEECAP

## Job Description: Crew Member

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SALARY LEVEL: Grade 19

DATE: June 2017

**SUMMARY:** Acts as team member in conjunction with the Crew Leader to complete energy conservation and housing rehabilitation measures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Supports and upholds Couleecap's mission to fight poverty and promote self-sufficiency for individuals by helping to identify needs, mobilize resources, and provide quality services.

Works in coordination with the Crew Leader to perform energy conservation and/or rehabilitation measures according to the work order.

Accurately tracks materials and time spent completing tasks on the work order.

Discusses problem areas with Crew Leader and client and suggests alternative approaches to solving the problem.

Works with numerous technological tools including infrared cameras, insulation blower machines, blower doors, pressure diagnostic computers, and digital pressure gauges, requiring considerable problem solving solutions.

Maintains a clean, organized, safe vehicle and work station and maintains a secure truck inventory of well-maintained tools.

Works with Crew Leader to assure that all items needed to complete a job are checked out of inventory and available.

Works with the Crew Leader to meet monthly goals and maintain high quality standards of the work completed.

Must be trained and certified in all applicable Lead Safe and Asbestos curriculum, as defined by funders or regulatory agencies.

Ensures that safety procedures are followed.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Requires up to one year trades education beyond high school; or completion of three to four years' previous experience; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to clients and other employees of the agency.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations (including the Pressure Diagnostic Computer).

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to perform pressure diagnostics technical evaluation requiring considerable problem solving reasoning.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Access to reliable, licensed, insured driver and transportation.

**OTHER SKILLS and ABILITIES:** Considerable experience in building trades field; supervisory experience; thorough knowledge of carpentry skills and energy conservation methods; thorough knowledge of insulation and other required materials; or any combination of experience and training which provides the required knowledge, skills and abilities preferred. Ability to establish and maintain an effective working relationship with co-workers and the public. Ability to keep accurate records. Reliability; courtesy; good judgment; good physical condition. Neat physical appearance. Ability to remain professional and work well with difficult clients.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee frequently is required to stand and walk. The employee is required to sit daily while traveling in up to 2-hour intervals. The employee must regularly lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires the employee to be subjected to uncomfortable and hazardous situations and conditions, such as roof tops, dirty living quarters and tight crawlspaces. Work is year-round; approximately 50% of the time is spent outdoors, routinely in inclement weather. While performing the duties of this job, the employee frequently works in high, precarious places and is frequently exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

## Ranking Criteria Form

PLEASE NOTE: You must respond to the ranking criteria listed below and attach your answers to your application or your application will be rejected.

**Ranking Criteria Form** for position: Crew Member

**\*\* PLEASE READ THIS:** All applications for employment at Couleecap are rated according to certain criteria. Applications for this position will be ranked on the criteria listed below. Be sure to address each of these criteria on an additional page(s) that you attach and return. You will be rated and given points based on these criteria. Applicants with the most points will receive an interview. All applicants will be notified (usually by mail) if they have been selected for an interview or not.

1. Please explain your education and/or previous experience in the construction trades as it relates to home rehabilitation, carpentry, and energy efficiency.
2. Explain your communication skills and how you establish working relationships with supervisors and co-workers.
3. Are you able to perform the essential functions and physical demands listed in the job description with or without accommodation?
4. This position will include working in multiple settings including tight crawlspaces, attics, and rooftops. Are there any work settings that make you uncomfortable?
5. Please explain your proficiency in mathematical skills as they relate to the construction field (e.g. measurements, computing of sq. ft., volume etc.)
6. This position will require you to work in homes of a diverse clientele. Explain how you would establish a working relationship with the client and address their concerns while maintaining boundaries.
7. Please provide an example of a time you were asked to handle multiple tasks simultaneously and how you were able to accomplish this obligation.
8. Explain your problem-solving skills and a time you applied them to a work-related assignment.
9. This position will require travel. Do you have access to a reliable, licensed, insured vehicle and driver?

Couleecap is dedicated to the philosophy of Continuous Improvement. This means that we are committed to teamwork, the use of good conflict resolution skills, and good communication skills. We encourage employee input and group problem solving. We want every individual to learn and grow while working at the agency. We want to hire people who share our commitment to these ideas and goals.



201 MELBY STREET • WESTBY, WISCONSIN 54667 • PHONE: 608-634-3104 • FAX: 608-634-3134 • [WWW.COULEECAP.ORG](http://WWW.COULEECAP.ORG)

## Application For Employment

COMPLETE ALL SECTIONS. WRITE IN "N/A" IF REQUESTED INFORMATION IS NOT APPLICABLE.

1. Name (Last, first, middle)			
2. Address			
Street or RFD #	City	State	Zip Code

3. Position desired
4. Telephone #
5. Email

*ANSWER ITEMS 6 THROUGH 10 BY PLACING AN "X" IN PROPER COLUMN. PROVIDE DETAIL WHERE APPLICABLE.*

	YES	NO
6. Do you have a legal right to work in the United States permanently?.....	<input type="checkbox"/>	<input type="checkbox"/>
7. A. Do any members of your immediate family serve on the Couleecap, Inc. Board of Directors?.....	<input type="checkbox"/>	<input type="checkbox"/>
B. Are any members of your immediate family currently employed by Couleecap, Inc.?.....	<input type="checkbox"/>	<input type="checkbox"/>
Note: Immediate family is defined as spouse, parent, child, sibling, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, stepparent, stepchild, son-in-law and daughter-in-law.		
C. If 7A or 7B was answered "Yes", give name of family member.		
8. Have you been employed by Couleecap, Inc. before?.....	<input type="checkbox"/>	<input type="checkbox"/>
If "Yes", give position(s) held and dates.		
9. A. Are you available for work immediately?.....	<input type="checkbox"/>	<input type="checkbox"/>
If "No", on what date would you be available? _____		
B. Are you available to work full time?.....	<input type="checkbox"/>	<input type="checkbox"/>
part time?.....	<input type="checkbox"/>	<input type="checkbox"/>
temporary?.....	<input type="checkbox"/>	<input type="checkbox"/>
10. A. Can you travel if the job requires it?.....	<input type="checkbox"/>	<input type="checkbox"/>
B. Do you have dependable transportation?.....	<input type="checkbox"/>	<input type="checkbox"/>
C. Do you hold a valid driver's license?.....	<input type="checkbox"/>	<input type="checkbox"/>
D. Do you carry auto insurance coverage?.....	<input type="checkbox"/>	<input type="checkbox"/>

11. EDUCATION	HIGH SCHOOL	TECHNICAL SCHOOL/COLLEGE	GRADUATE/PROF.
School Name & Address			
Years Completed			
Diploma/Degree			
Describe Course of Study			

Describe specialized training, skills, apprenticeships:

12. EXPERIENCE: BEGIN WITH CURRENT OR MOST RECENT JOB OR VOLUNTEER EXPERIENCE AND WORK BACK. ACCOUNT FOR PERIODS OF UNEMPLOYMENT EXCEEDING THREE MONTHS ON THE LAST LINE OF EXPERIENCE BLOCKS IN ORDER OF OCCURRENCE.

Name & Address of Employer:  Telephone:	Dates of Employment (month & year) From _____ To _____	Reason for leaving
	Title of Position	Name of Immediate Supervisor
	Salary or Earnings Beginning \$ _____ per _____ Ending \$ _____ per _____	May We Contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of work (describe specific duties, responsibilities and accomplishments in job)

Name & Address of Employer:  Telephone:	Dates of Employment (month & year) From _____ To _____	Reason for leaving
	Title of Position	Name of Immediate Supervisor
	Salary or Earnings Beginning \$ _____ per _____ Ending \$ _____ per _____	May We Contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of work (describe specific duties, responsibilities and accomplishments in job)

Name & Address of Employer:  Telephone:	Dates of Employment (month & year) From _____ To _____	Reason for leaving
	Title of Position	Name of Immediate Supervisor
	Salary or Earnings Beginning \$ _____ per _____ Ending \$ _____ per _____	May We Contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of work (describe specific duties, responsibilities and accomplishments in job)

13. Other Professional References (not former employers or relatives)

Full Name	Present Business or Home Address	Telephone #	Business/Occupation

**A FALSE, INCOMPLETE, OR DISHONEST ANSWER TO ANY QUESTION ON THIS APPLICATION WILL BE GROUNDS FOR RATING AN APPLICANT INELIGIBLE FOR EMPLOYMENT WITH THIS AGENCY, OR FOR DISMISSAL AFTER EMPLOYMENT. ALL STATEMENTS ON THIS APPLICATION ARE SUBJECT TO INVESTIGATION (EXCEPT WHERE NOTED IN #12 ABOVE). ALL INFORMATION WILL BE CONSIDERED IN DETERMINING AN APPLICANT'S ELIGIBILITY FOR EMPLOYMENT WITH THIS AGENCY. I RELEASE COULEECAP, INC., FROM ALL CLAIMS AND LIABILITIES REGARDING REFERENCES GIVEN. I UNDERSTAND ALSO, THAT IF HIRED, I WILL BE REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE ORGANIZATION. I UNDERSTAND THAT MY EMPLOYMENT WOULD BE FOR NO SPECIFIC PERIOD OF TIME AND THAT I MAY BE TERMINATED AT ANY TIME.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST.  
COULEECAP IS COMMITTED TO QUALITY SERVICE AND CONTINUOUS IMPROVEMENT.**

# AFFIRMATIVE ACTION SURVEY

Couleecap, Inc. is an equal opportunity employer and strives to comply with all government regulations and affirmative action responsibilities. Applicants are considered for all positions and employees are treated during employment without regard to race, color, sex, national origin, age, marital or veteran status, sexual orientation, or disabling condition.

We are required to collect data on this questionnaire for record keeping and to document affirmative action efforts. While your reply will be most helpful to us in carrying out our administrative responsibilities, return of this form is entirely voluntary.

**This questionnaire will be detached from your application upon receipt. This information will not be seen or used by people involved in screening or in the interviewing processes for applicants. This data will be kept in a confidential file separate from your job application.**

Thank you for your cooperation!

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I chose to NOT complete this form.

1. Position Applied for: \_\_\_\_\_ Date \_\_\_\_\_

2. How did you first find out about this job opening?

- |                                     |                         |
|-------------------------------------|-------------------------|
| _____ Advertisement                 | _____ Friend/Relative   |
| _____ Job Service                   | _____ Walk-In/Inquiry   |
| _____ From an employee of Couleecap | _____ Internet          |
| _____ I am an employee of Couleecap | _____ Couleecap website |
| _____ Other                         |                         |

3. Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

4. Age 40 or Older: \_\_\_\_\_ Yes \_\_\_\_\_ No

5. Race:

- |                                   |   |
|-----------------------------------|---|
| _____ African American or African | _____ American Indian or Alaska Native          |
| _____ Asian                       | _____ Native Hawaiian or Other Pacific Islander |
| _____ White                       | _____ Other Race                                |
| _____ Two or more races           | _____ Unknown                                   |

Ethnicity:

\_\_\_\_\_ Hispanic/Latino \_\_\_\_\_ Not Hispanic/Latino \_\_\_\_\_ Unknown

6. Disability or Handicap: \_\_\_\_\_ Yes \_\_\_\_\_ No (Please DO NOT tell us the disability or handicap you have – just whether or not you have a disability or handicap or perceive yourself as having one)

7. Veteran: Yes No Vietnam Era Veteran: Yes No

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