

**THE HOUSING AUTHORITY OF THE COUNTY OF MERCED
ANNOUNCES AN OPENING FOR:**

MAINTENANCE MANAGER

(Open & Promotional)

FINAL FILING DATE

Monday, November 30, 2020

SALARY RANGE

\$39,100.00 to \$61,500.00 annually
(Negotiable, D.O.Q.)

NATURE OF THE POSITION:

Under the direction of the Executive Director assists in planning and supervising of the maintenance department, pertaining to all grounds, buildings and equipment owned by the Housing Authority, as well as supervision and scheduling of assigned staff. Performs other administrative duties as required.

ESSENTIAL JOB DUTIES:

The essential functions for this position may include, but are not limited to the following: plans, schedules, assigns directs and inspects all maintenance activities at all housing complexes owned or managed by the Housing Authority, or otherwise affiliated with the Housing Authority. Schedules repairs and preventative maintenance activities for all assigned properties. Compiles and maintains accurate maintenance records, files and various reporting systems. Oversees the training of apprentice and probationary employees assigned to the maintenance program. Assists department director in preparing budgets; determining needs pertaining to staffing, equipment and supplies. Reviews assignment, completion and recording of all work orders. Responsible for compiling of accurate annual inventories of Housing Authority-owned property. Maintains vehicle fleet records and coordinates vehicle and equipment maintenance. Prepares specifications for maintenance work as needed, and participates in recommendations for rehabilitation and new construction projects. Dispatches appropriate personnel and resources to respond to emergency after-hours situations. Coordinates maintenance resources and property administration with other department staff. Maintains effective and positive relationships with other agency staff, clients, contractors, general public, outside agencies and government bodies. Inputs and retrieves data from agency computer system. Correctly applies modern organizational and management principles to assigned department operations; schedules and coordinates training; performs analyses and makes recommendations as to an effective course of action, and can successfully perform job functions under stressful conditions. Demonstrates good interpersonal and problem-solving skills. Performs other related duties and responsibilities as required. For a detailed summary of all job duties currently assigned to this classification, please refer to the job description in the application packet.

To be considered, applicants must possess the knowledge, skills and abilities listed on the job description. Possession of these requirements does not necessarily assure an applicant a finalist position. Selected finalists will participate in an interactive process which will evaluate a candidate's qualifications with the skills, abilities, knowledge and experience of other finalists as well as the job requirements of this classification.

QUALIFICATION STANDARDS:

Necessary knowledge includes but is not limited to the following: modern principles of program development and management; supervision of subordinate staff; training, including goal setting; principles and practices of general modern office procedures, as well as basic practices and principles relating to the administration of a successful property management program. Must also have knowledge in computer data input, retrieval, and report generation, and a basic knowledge of current building codes and local prevailing construction practices. Must also demonstrate the following abilities: effectively supervise, review and evaluate the work of assigned staff; maintain required records and accurate statistical reports. Correctly and clearly interpret and explain policies and procedures, and safely and correctly operate standard office equipment. Critically analyze complex program issues and prepare reports; analyze information and data, and recommend an effective course of appropriate action. Safely operate a motor vehicle; maintain good attendance and punctuality; maintain a professional appearance, and perform essential job functions within a stressful environment. Must demonstrate the following skills: operate computer programs at an intermediate level within a Windows 2010 or upgraded program environment, specifically regarding Microsoft Word, Excel, and electronic mail. Have good time management, organizational and team building skills, as well as good conflict-resolution and mentoring skills. The ability to be bilingual in English/Spanish or English/Hmong-Laotian is highly desired.

The ideal candidate would satisfy the following criteria: In addition to meeting the minimum requirements, the ideal candidate would have performed successfully at the equivalent level of a program manager for a public agency or a private organization involved in property management, property redevelopment/rehabilitation or building construction. Has experience in interpreting regulations and policies, and supervising a diverse staff at the department level. Has performed a wide range of administrative functions relating to budgeting, and developing both routine and extraordinary maintenance projects, and employee training and mentoring. Able to fully utilize current Microsoft programs within a Windows 2010 or upgraded environment; has excellent analytical, oral and written communication skills. Is knowledgeable in modern office practices and procedures; maintains good attendance and punctuality, and has successfully and safely performed assigned job tasks within a stressful environment. Has demonstrated excellent organizational, conflict-resolution, customer service and time management skills within a managerial position, and has functional bilingual skills.

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Maintenance Manager, Continued:

EDUCATION: Any combination of experience and training that would likely provide the required knowledge and abilities for this classification is qualifying.

EXPERIENCE: At least five (5) years of increasingly responsible experience or training in a public housing authority; non-profit housing provider; public or private construction-related business; real estate/property management firm, or any other public or private enterprise, in which the essential functions of this job were regularly performed. Within the five (5) year experience requirement, there must be at least two (2) years in a supervisory capacity.

LICENSE: Mandatory to possess a valid California Driver's License at time of application, and must present a DMV printout upon request by the Employer for verification.

CERTIFICATION: Employment is conditional upon acceptable recommendations pertaining to an examination and verification of employment information and background, as well as a pre-employment physical examination with drug screening, both at the expense of the Housing Authority.

APPLICATION PROCEDURE:

To apply for this position, you must obtain an application packet from the Housing Authority of the County of Merced. You may obtain a packet by downloading it from the Housing Authority website at www.merced-pha.com. The supplemental application must be returned with the application to be considered. Resumes must be submitted with an agency application to be considered. All applications should be returned to the 'U' Street address, to the attention of Human Resources. No resumes will be accepted in lieu of a completed agency application. Applications must be received by the filing deadline; no postmarks will be accepted. Incomplete or late applications will not be considered.

Timely applications will be screened for qualifications. Applicants who best demonstrate a strong potential for successfully performing the basic knowledge, skills and abilities of this classification, will be invited for further evaluation before an oral appraisal interview panel to assess applicant qualifications. Final selection of a qualified candidate, as determined by the Housing Authority, shall be from those invited to an interview. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance to the Human Resources Department

ESSENTIAL PHYSICAL FUNCTIONS

Essential functions of this position may require a range of physical mobility, such as bending, stooping, lifting, (usually 70 lbs. or less), turning, carrying objects, grasping, and safely negotiating unlevel surfaces. Requires a normal level of visual and auditory acuity, including the ability to effectively communicate interpersonally. Also requires ability to operate a motor vehicle, as well as remaining in a sitting position for extended periods of time, and a high level of manipulative dexterity to operate assigned office equipment, including a computer keyboard. Qualified disabled persons must be able to perform the essential functions of the classification with or without reasonable accommodations. Federal law requires that, prior to employment; you must furnish proof of your identity and eligibility for employment in the United States.

The Housing Authority of the County of Merced is a Drug-Free Workplace. Successful applicant for this position will be required to certify their drug-free status by a drug test by a qualified medical provider at no charge to the applicant.

SUMMARY OF EMPLOYMENT BENEFITS (Partial Disclosure. For Full Disclosure, Contact Human Resources Department.)

Ten days of paid vacation. An additional five days per year of annual leave is provided after completion of 5, 10, 15, and 20-year service levels. 12 days of paid sick leave per year with unlimited accumulation; 13 paid holidays; bereavement leave; fully paid dental, vision and life insurance coverage for employee and a medical allowance; catastrophic leave; unemployment insurance; State Disability Insurance (SDI); Worker's Compensation Insurance; Public Employees' Retirement System (PERS); medical benefit allowance, and 40 hours per year of management leave. Dependent medical, dental and vision plans, Flex 125 plan, and employee deferred compensation plans available for employee participation.

This position is assigned a "management & confidential" classification, and is *exempt* from Union representation, and is also configured to be *exempt* under FLSA.

AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES AND THE DISABLED ARE ENCOURAGED TO APPLY.

HOUSING AUTHORITY OF THE COUNTY OF MERCED
Job Description

Dept.: Public Housing	Date: September 19, 2017
Title: Maintenance Manager	Supersedes: N/A
Job #: 471	Total Pages: 3
Salary Range: \$1,503.85 - \$2,150.00 (Bi-weekly)	Association: Exempt

A. PURPOSE:

Under the general supervision of the Director of Housing Programs this position is responsible for the management and maintenance of the properties under their jurisdiction. This position supervises, coordinates, assigns and review of the maintenance department pertaining to all grounds, buildings and equipment owned by the Housing Authority or related non-profits and maintaining them in accordance with policies and procedures as established by the Authority. Performs other duties as directed within the classification.

B. ESSENTIAL FUNCTIONS:

This management team position of Maintenance Manager is given the following responsibilities for executing the following duties. These duties include but are not limited to:

1. Planning, scheduling, directing and inspection of all maintenance activities.
2. Supervising and training of employees.
3. Assists in interviewing and hiring of staff.
4. Evaluates the performance of staff during probationary periods and annually.
5. Assists in budget planning and preparation.
6. Supervises tenants and is a point of contact for the public, outside third-party agencies and government bodies.
7. Develops and prioritizes maintenance work assignments.
8. Coordinates scheduling of all repairs and preventative maintenance activities for all properties.
9. Compiles and maintains accurate maintenance records, files and various reporting systems for all repairs scheduled and performed.
10. Assists in preparing budgets, determining needs in regard to maintenance staffing, equipment and supplies.
11. Reviews entries of all maintenance work order requests within the work order system.
12. Insures prompt completion and close-out of all work orders.
13. Responsible for compiling of accurate annual inventories of Authority and related non-profit owned property.
14. Maintains vehicle fleet records and coordinates vehicle and equipment maintenance.

15. Schedules assignment of maintenance material supplies per current Agency policies, and develops a priority system for responding to maintenance request.
16. Performs on-site monitoring of assigned properties as required.
17. Supervises tenants regarding painting specifications for maintenance work as needed and participates in recommendations for rehabilitation and new construction projects.
18. Dispatches appropriate personnel and resources to respond to emergency after-hour situations.
19. Initiates and writes correspondence, and prepares oral and written reports.
20. Coordinates maintenance resources and property administration with the Property Manager.
21. Develops lines of communication with other Housing Authority staff, clients, contractors, general public, outside agencies and government bodies.
22. Performs other related duties and responsibilities as required within classification.

C. OTHER DUTIES AND ADDITIONAL FUNCTIONS:

Must demonstrate a background and experience in the field of grounds and building maintenance, and the handling and operation of mechanical equipment. Must be able to plan and supervise the work of maintenance staff as well as coordinate work details. Ability to prepare clear and concise reports, and demonstrate a working knowledge of resources required in the maintenance and repair of housing structures. Must have technical skills comparable to that of a journeyman pertaining to maintenance of facilities. The ability to be bilingual in English/Spanish or English/Hmong-Laotian is helpful but not required.

Must demonstrate the ability to meet and work positively with people and work independently with a minimum of supervision. Ability to establish and maintain effective working relationships with other Housing Authority management and technical staff, residents, vendors and contractors. Effectively coordinate, organize, and implement work activities. Necessary to possess a working knowledge of the operation of standard office equipment such as but not limited to the following: calculator, copy machine, fax machine, and typewriter.

This position is classified as a management-equivalent position and is therefore Exempt.

D. WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Must be able to verify that physical condition is satisfactory for the requirements of the job. Employees must demonstrate the ability to perform the essential functions of the job, with or without reasonable accommodation for disabled individuals as defined within the Americans With Disabilities Act of 1990, as amended. Initial employment shall be conditional on such verification as determined by a required standard pre-employment physical at the expense of the Employer. Existing Authority employees are exempt from satisfying these criteria regarding the conditionality of employment prefaced by a pre-employment physical.

To be an employee of the Authority, a person must be a citizen of the United States, or an alien who has been either lawfully admitted for permanent residence, or authorized to be

employed under the terms of the immigration And Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence or authorized employment, and must provide supporting documents to show identity and employment authorization.

E. EDUCATION AND EXPERIENCE:

At least five (5) years of increasingly responsible experience or training in a public housing authority; non-profit housing provider; public or private construction-related business; real estate/property management firm, or any other public or private enterprise in which the essential functions of this job were regularly performed Within the five (5) years of experience requirement, there must be at least two (2) years in a supervisory capacity.

Equivalent to completion of an Associate Degree, 60 semester units or more at an accredited college or university in business/public administration or related field. One (1) year of experience in housing management, building maintenance/construction field may be substituted for 24 semester units toward the education requirement.

F. LICENSES, REGISTRATIONS, ACCREDITATION, ETC.:

Mandatory to possess a valid California Driver's License and must be acceptable for coverage under Authority's auto liability insurance carrier.

Signatures:

Date:	EXECUTIVE DIRECTOR:
Date:	BOARD CHAIR:
Date:	EMPLOYEE:



Housing Authority of the County of Merced

405 U STREET MERCED, CA 95341
PHONE (209) 722-3501 TDD 711 or 800-855-7100
www.merced-pha.com

Notice to Applicants

Regarding Application Status

Applicants for positions with the Housing Authority of the County of Merced (Authority) will be notified regarding their applicant status. Such notification will be done only in writing.

The Authority will not respond to telephone requests for an application status. The information on an application is of a confidential nature and it is not feasible to request adequate verification of the caller's identity prior to discussing any personal information.

You should receive some written communication regarding the status of your application within 4-6 weeks of the closing date of recruitment.

Regarding Required Drug Testing

Pursuant to the Drug-Free Workplace Act of 1988, the Authority is required to certify its compliance in providing a drug-free workplace that is free from the illegal manufacture, distribution, dispensation, possession, sale and use of illegal drugs, and the use, possession or distribution of alcohol. All applicants who are extended a Conditional Offer of Employment, shall as part of their pre-employment physical, voluntarily submit to blood and/or urine testing for the presence of alcohol or illegal drugs. Refusal to submit to the required drug testing or any other component of the pre-employment physical examination will result in withdrawal of the employment offer.

Applicants with a confirmed positive test result will be denied employment. The Authority will not discriminate against applicants for employment because of a past history of drug abuse. Therefore, individuals who have failed a pre-employment drug test may reapply for employment with the Authority for any subsequent public recruitment for which they are qualified, after a period of no less than six (6) months. If they achieve the status of a successful candidate for a subsequent recruitment, they must present themselves as drug-free at that time.

Applicants for employment who are public housing residents or Section 8 participants should be advised that in the course of a preemployment physical, a positive test result indicating illegal drug use, in addition to denial of



employment, may also cause eviction and/or termination from public housing programs.

Regarding Employment Background Inquiries

California Civil Code Section 47 as amended on January 1, 1995, extends the protection concerning privileged communications to employment references. Its primary purpose is to encourage previous employees to openly and fairly respond to questions from the Authority concerning your past employment situations.

These inquiries are intended to verify the information which you have provided on your application and to furnish the Authority other pertinent information relevant to your job qualifications and employment experience. Information received from these inquiries will remain **STRICTLY CONFIDENTIAL**. Background verifications may be conducted either directly by the Authority or through a third-party investigative consumer reporting agency. Disclosure of information which is received through the background verification process may be disclosed to you in accordance with current California Civil Code Sections 1785 and 1786. In the event that the information received qualifies for disclosure, you may receive a summary of the information reported to the Authority, although the source of the information may be confidential.

Only finalists for this position will be required to sign an information release allowing the Authority to make these inquiries as part of a background investigation. Finalists will be ranked according to oral appraisal; written examination and any other required skills testing scores as stated in the job announcement. A final, conditional offer of employment will be tendered to the successful candidate after consideration and review of all relevant factors.

APPLICATION FOR EMPLOYMENT

HOUSING AUTHORITY OF THE COUNTY OF MERCED
405 'U' Street, Merced, California 95341
(209) 722-3501

INSTRUCTIONS

1. Please Type or Print in Ink.
2. Complete ALL PAGES of this application.
3. Keep this office informed of ANY CHANGES in your address or phone number.

NOTE: Applications not properly completed with all requested information will be subject to rejection.

NAME: _____ PHONE: _____
(Last) (First) (MI)

MAILING ADDRESS: _____
(P.O. Box) (Street Address)

(City) (State) (Zip Code)

Name And Phone Number Of A Person Who Can Always Reach You

Your Social Security Number

POSITION APPLIED FOR: _____

1. If employed, can you provide proof of age? Yes [] No []
(Employment is subject to verification that applicant's age meets legal requirements. Verification must be provided within your first 3 working days.)

2. Have you ever been employed by the Housing Authority? Yes [] No []

3. Is any member of your immediate family now employed by the Housing Authority? Yes [] No []

If "YES", to whom are you are related? _____

What is their relationship to you? _____
(Employment may be subject to restrictions of current nepotism policy regarding the definition of "immediate family.")

4. Were you ever discharged, rejected during a probationary period, or have you resigned under pressure of unfavorable circumstances from any employment? Yes [] No []

If "YES", explain fully: _____

5. Are you applying for veteran's preference consideration? Yes [] No []
(If "Yes", submit a copy of form DD-214 verifying eligible service along with your application BEFORE the final filing date.)

6. Please list any languages in addition to English that you speak or write well enough to act as an interpreter: _____

7. Do you possess a VALID California driver's license? Yes [] No []

License No: _____ Expiration Date: _____

8. Are there any hours, shifts, or days you cannot or will not work? Yes [] No []

If "Yes", please explain: _____

9. Are you legally eligible for employment in the United States? Yes [] No []
(Successful candidate will be required to provide proof of identity and eligibility for employment within 3 days of beginning employment.)

10. If you are selected the successful candidate for this position, on what date will you be available for work? _____

EDUCATION AND EXPERIENCE

High School: 9 10 11 12 High School Graduate? Yes [] No []
(Circle the HIGHEST Grade You Completed)

If you DID NOT graduate, do you have a GED certificate? Yes [] No []

Name of High School _____
Location of School _____

APPLICATION FOR EMPLOYMENT
Housing Authority Of The County Of Merced
Page 3

Name And Location Of College(s) or University(s) Attended	Major Course Of Study	Unit	Credits	Degree Type	Degree Date
		Semester	Quarterly		
Business, Correspondence or Trade Schools Attended		Course Of Study		Certificate Type/Date	

EMPLOYMENT EXPERIENCE

INSTRUCTIONS: Fill out ALL AREAS below. List each job held. Start with your PRESENT or last job. Include military and volunteer activities. (Attach an additional sheet for more than 3 employers.) Failure to provide all information may result in your application being considered incomplete.

DO NOT MERELY ATTACH A RESUME WITH A NOTATION TO "SEE ATTACHED RESUME".

#1. Employer:	Work Performed:	Dates Employed:
Address, City, State, Zip Code:		To:
Supervisor's Name:		From:
Phone #: ()		Job Title:
Reason For Leaving:		

#2. Employer:	Work Performed:	Dates Employed:
Address, City, State, Zip Code:		To:
Supervisor's Name:		From:
Phone #: ()		Job Title:
Reason For Leaving:		

#3. Employer:	Work Performed:	Dates Employed:
Address, City, State, Zip Code:		To:
Supervisor's Name:		From:
Phone #: ()		Job Title:
Reason For Leaving:		

APPLICATION FOR EMPLOYMENT
Housing Authority Of The County Of Merced
Page 4

List below any additional information which will aid the Housing Authority in the evaluation of your qualifications for the position for which you are applying. As an example, you may list any special licenses, certificates or honors you have which are applicable. Attach additional sheets if necessary.

Date Issued	Type of special license, certificate or honor

In addition, list any equipment such as typewriter, other office equipment, large outdoor equipment or power tools in which you are experienced in operating, that may be applicable to the position for which you are applying .

Equipment Type	Describe Applicable Experience

List any computer software programs you have used, and rate your proficiency level:

Program Name	Level Of Expertise (Check One):		
	Beginner	Intermediate	Expert

Certification of material facts/representation:

"I hereby authorize investigation of all statements as provided by me in this application as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract or offer of employment. In the event I am subsequently employed, I understand that false or misleading information given in my application or interview(s) may result in discharge. I further certify that the answers given herein are true and complete to the best of my knowledge.

Signature of Applicant

Date

ATTACH RESUME OR OTHER SUBMITTALS TO THIS APPLICATION FOR CONSIDERATION

(Revised 8/2019)

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Supplemental Application For The Position Of:

MAINTENANCE MANAGER

This supplemental application **MUST BE COMPLETED AND RETURNED.** *Attach additional pages if needed* to completely answer the following questions to the best of your ability.

Your Name: _____ Your Social Security # _____

1. Please detail your current and past qualifying experience pertaining to your management skills in the areas of routine/extraordinary maintenance planning and implementation, including working with multi-person crews at multiple project sites.

2. What are your current computer skills as they relate to accessing and producing maintenance records and other written communications?

(Continue On Next Page)

**Supplemental Questionnaire
Maintenance Manager
Page 2**

- 3. Please describe a recent project that you were assigned to manage which included some aspect of rehabilitation or reconstruction. Include a brief description of the overall scope of the project; your responsibilities within the overall project; a description of the various types of physical resources that needed to be coordinated, and a brief description of the various internal and external clients you dealt with.**

- 4. Please detail your experience in training and mentoring staff assigned to your supervision.**

Signed: _____ Date: _____

Please submit this supplemental questionnaire along with your personal resume to the Human Resources Department before 5:00 p.m. on the final filing date.

AFFIRMATIVE ACTION DATA - OPTIONAL

Applicants do not have to complete this part to be considered for employment. This information is being collected for statistical purposes only. Your answers will not affect the hiring process or hiring decisions. The Housing Authority of the County of Merced does not discriminate in matters of employment because of race, color, national origin, marital status, sex, religion, age or handicap.

INSTRUCTIONS: Please place an "X" in front of the item that answers each of the following questions:

A. Of which racial/ethnic group do you consider yourself?

1. WHITE: (A person having origins in any of the original peoples of Europe, North Africa, or the Middle East), not of Hispanic origin.
2. BLACK: (A person having origins in any of the black racial groups of Africa), not of Hispanic origin.
3. HISPANIC: (A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. Only those persons from Central and South American countries who are of Spanish origin, descent or culture should be included. In addition, the category does not include persons from Portugal, who should be classified according to race.
4. ASIAN or PACIFIC ISLANDER: (A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.)
5. AMERICAN INDIAN or ALASKA NATIVE: (A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.)

B. What is your sex?

1. Male
2. Female

C. Are you a military veteran?

1. Yes
2. No

D. Are you a Vietnam Era Vet?

- (Aug. 5, 1964 to May 7, 1975)
1. Yes
 2. No

E. What is your age group?

1. 18 - 25 years
2. 26 - 35 years
3. 36 - 39 years
4. 40-50 years
5. 51-60 years
6. Over 60 years

F. How did you know about this job opening?

1. Newspaper
2. Friend or Relative
3. Posting at other agency/organization
4. EDD, PITD or CVOC referral
5. Internet Web Site
6. Other

G. Are you currently receiving Section 8 rental assistance through the Housing Authority? Yes No

H. Are you currently renting a Housing Authority unit? Yes No

PLEASE RETURN THIS SHEET WITH YOUR COMPLETED APPLICATION

LIST OF EMPLOYMENT REFERENCES

As noted in this job announcement packet, this recruitment process includes a background check of all applicants for employment with the Housing Authority. While we normally utilize the employer information contained in the “Employment Experience” section of the application, many times this information is not current or sufficient for us to make a reasonable inquiry.

As our decision regarding an applicant’s status cannot be completed without sufficient investigation, please provide the following references **in addition to** any you have listed within the “Employment Experience” section of the application. **Failure to fill out either the Employment Experience section of the application, or this form, will result in your application being declared “Incomplete.”** References listed on this form can be persons who have worked with you, in recent past or current employment situations. They should be persons for whom you can provide a current mailing address and/or phone number to enable us to contact them in a timely manner.

Prior to furnishing their personal information to the Housing Authority, you should contact your references and advise them of your intent to include them as a background resource. Both yourself and your references should understand that failure to respond to a background inquiry within a specified timeframe may compromise your ability to be considered as a finalist for the position. Information provided by your references will be maintained as *confidential* to the full extent allowed by law, and the Housing Authority may advise you regarding the results of the background disclosures.

Please fill out the back side of this form, and return it to the Housing Authority along with your employment application; supplemental application; applicant characteristic survey (optional), your resume, and any other pertinent documents. **Please be advised that you should only attach copies of important personal documents rather than originals, as we cannot be responsible for insuring their safe and prompt return.**

COMPLETE OTHER SIDE OF FORM AND RETURN WITH APPLICATION

Name: _____

Position Applied For: _____

Please state **COMPLETE** addresses including city, state and zip code.

Personal References:

Name: _____

Phone #: () _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Title: _____

Business Name Or Relationship Status: _____

Date Employed Or Years Associated With You: _____

Is This Person Related To You By Marriage Or Birth? [] Yes [] No

Name: _____

Phone #: () _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Title: _____

Business Name Or Relationship Status: _____

Date Employed Or Years Associated With You: _____

Is This Person Related To You By Marriage Or Birth? [] Yes [] N

Name: _____

Phone #: () _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Title: _____

Business Name Or Relationship Status: _____

Date Employed Or Years Associated With You: _____

Is This Person Related To You By Marriage Or Birth? [] Yes [] N

Name: _____

Phone #: () _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Title: _____

Business Name Or Relationship Status: _____

Date Employed Or Years Associated With You: _____

Is This Person Related To You By Marriage Or Birth? [] Yes [] N