

HOUSING AUTHORITY OF THE COUNTY OF MERCED

ANNOUNCES AN OPENING FOR THE POSITION OF:

MAINTENANCE WORKER II

(Open and Promotional)

FINAL FILING DATE:

OPEN UNTIL FILLED

SALARY RANGE:

\$1,667.27 to \$2,038.73

(Bi-weekly, D.O.Q)

NATURE OF THE POSITION:

Perform a wide variety of unskilled, semi-skilled and skilled maintenance and repair to interiors and exteriors of public housing residential units and other Housing Authority owned, leased or managed buildings, grounds, facilities, and equipment, as assigned. Assists in the evaluation of maintenance needs for the assigned buildings, grounds, facilities and equipment and assists in the planning for and scheduling of preventative maintenance.

This classification is the journey-level of the Maintenance Worker series. It is distinguished from the Maintenance Worker I by the requirement for possessing journey-level skills in one or more of the building trades and assignment to the semi-difficult maintenance and repair activities.

ESSENTIAL JOB DUTIES:

Duties may include, but are not limited to, the following:

- Perform a variety of maintenance, installation and repair in a variety of trades and crafts involving Housing Authority owned or leased buildings, facilities, equipment and grounds, such as carpentry, plumbing, electrical, painting, mechanical, roofing, and landscaping. Provide journey-level skills in carpentry, painting, plumbing, electrical and mechanical crafts.
- Perform janitorial duties, such as cleaning floors, walls, ceilings, windows, appliances in units and laundry rooms. Remove graffiti. Apply waxes, cleaning fluids and handle similar compounds.
- Perform grounds maintenance duties: mow, trim, and edge lawn areas; trim shrubs, bushes and trees; apply pre-mixed chemicals in assigned locations complying with safety guidelines and hazcom/hazmat procedures.
- Use a variety of hand tools and power and motorized and non-motorized equipment.
- Repair and maintenance of structures, wastewater and domestic water, equipment, grounds, and associated systems.
- Rough and finish carpentry tasks such as repair/replace doors, door frames, cabinets, drawers and fences.
- Independently respond to emergency requests from tenants as well as formal work orders.
- Install appliances, replace window glass, screens and plumbing and electrical fixtures.
- Perform interior and exterior painting.
- Make plumbing repairs such as, repairs to the plumbing systems of buildings and repair or replace broken water/sewer lines and/or water heaters.
- Perform electrical repairs and installations such as replace lightbulbs, fuses and circuit breakers.
- Install floor tile or carpeting.
- Repairs/replaces locks, keys, rekeys locks, and cuts keys.
- Appliance and equipment repair and maintenance including but not limited to stoves, ovens, and refrigerators.
- Perform maintenance inspections.
- Move, assemble and store furniture and equipment.
- In accordance with Government Code 3100, perform the duties as a disaster services worker as assigned in the event of a declared disaster or state emergency by the Housing Authority Executive Director, Merced County OES and/or the State of California DHS.

Within normal job assignments, may handle equipment and other materials weighing up to 70 lbs. For a detailed summary of specific job duties assigned to this classification, please refer to the attached job descriptions which comprise this classification series.

QUALIFICATION STANDARDS:

To be considered, applicants must possess the following knowledge, skills and abilities. 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.

Necessary skills required of this position would include the safe and proper use of common hand and power tools utilized in any or all of the above job tasks areas. Must also be able to effectively communicate with those contacted in the course of employment. Must have the ability to correctly follow written and oral instructions, and demonstrate the ability to develop a positive working relationship with others. Must demonstrate the physical capabilities to perform the essential functions of this position, with or without reasonable accommodations. Must be able to maintain regular attendance and punctuality and ability to work under occasionally stressful conditions. Must have good problem-resolving skills and demonstrate sufficient mathematical proficiency. Also demonstrate the ability to complete all assigned work in a safe and timely manner, and possess personal characteristics of reliability and integrity. Must also demonstrate a basic knowledge of building maintenance, groundskeeping and custodial practices and equipment use which are recognized as common among similar trades within the local area, as well as a working knowledge of applicable safety procedures and practices. Must also be able to demonstrate the ability to work independently as directed.

ESSENTIAL PHYSICAL FUNCTIONS

Essential functions of this position may require a range of physical dexterity including but not limited to: bending, stooping, lifting (usually 75 lb. or less), turning, reaching, carrying objects, climbing and grasping. Requires visual and auditory acuity, including the ability to communicate and respond in field situations. Also requires the ability to operate a motor vehicle and other powered, steerable types of equipment such as mowers and tractors. Must demonstrate indoor and outdoor mobility; remaining in a stationary sitting or standing position for extended periods of time, and a level of manipulative dexterity to perform routine job tasks. Must be able to wear proper personal safety equipment. Qualified disabled persons must be able to perform the essential functions of the classification with or without reasonable accommodations.

MINIMUM REQUIREMENTS

EDUCATION: Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. High school diploma or GED is preferable

EXPERIENCE: Basic familiarity or working knowledge of the physical tasks associated with any or all of the previously identified basic job functions performed within routine building and grounds maintenance. Level of verifiable job experience will be considered in any formal employment offer to the final successful candidate.

LICENSE: Mandatory to possess a valid California Driver's license, 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 employment information and background and a pre-employment physical examination with drug screening, both at the expense of the Housing Authority.

The *ideal* candidate would satisfy the following criteria: Has demonstrated the ability to perform the essential functions as listed in this recruitment announcement, with a strong background in building maintenance/construction, groundskeeping and custodial at a semi-skilled or skilled level. Has performed such maintenance tasks recently within a multi-family residential environment. Is punctual and has a good attendance record. Should have good interpersonal and problem-resolving skills, and demonstrate leadership ability. Helpful to be bilingual (Spanish/English, or Hmong-Laotian/English). Must be able to correctly follow written and oral instructions, and communicate clearly, both orally and in writing. Candidate should also have demonstrated the ability to work efficiently and independently, as well as correctly and safely operate assigned tools & equipment.

APPLICATION PROCEDURE:

To apply for this position, you must obtain an application from the Housing Authority of the County of Merced during regular hours, 7:30 a.m. to 5:00 p.m., on scheduled business days, at the Central Office, 405 'U' Street, Merced, California or online 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 above address, to the attention of Human Resources. Applications must be received by the filing deadline; no postmarks will be accepted. Incomplete or late applications will not be considered. For additional information, call (209) 722-3501, extension 139.

Timely applications will be screened for minimum qualifications. Applicants who meet the minimum qualifications and possess the knowledge, skills and abilities outlined in the job description will be further evaluated by a screening process which will include a written exercise pertaining to job standards and practices. Following the written exercise, 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.

Federal law requires that prior to employment; you must furnish proof of your identity and eligibility for employment in the United States.

EMPLOYMENT BENEFITS

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; 14 paid holidays plus two floating holidays; bereavement leave; personal leave (up to 24 hours/year); fully paid dental, vision and life insurance coverage for the employee; monthly medical allowance; catastrophic leave; unemployment insurance, State disability insurance (SDI); Worker’s Compensation Insurance; Public Employees Retirement System (PERS). Dependent medical, dental (including orthodontia) and vision plans and deferred compensation and flex 125 plans are available for employee participation.

This position is represented by the American Federation of State, County and Municipal Employees, AFL-CIO, under an agency shop agreement.

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

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Job Title:	Maintenance Worker II	Job Category:	Maintenance
Department/Group:	Public Housing	Job Code:	402
Job Description			
<p>The statements specified in the position description are intended to describe the general nature and level of work performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.</p> <p>DEFINITION/PURPOSE</p> <p>Perform a wide variety of unskilled, semi-skilled and skilled maintenance and repair to interiors and exteriors of public housing residential units and other Housing Authority owned, leased or managed buildings, grounds, facilities, and equipment, as assigned. Assists in the evaluation of maintenance needs for the assigned buildings, grounds, facilities and equipment and assists in the planning for and scheduling of preventative maintenance.</p> <p>DISTINGUISHING CHARACTERISTICS</p> <p>This classification is the journey-level of the Maintenance Worker series. It is distinguished from the Maintenance Worker I by the requirement for possessing journey-level skills in one or more of the building trades and assignment to the semi-difficult maintenance and repair activities.</p> <p>SUPERVISION RECEIVED & EXERCISED</p> <p>Under direct and general supervision of the Maintenance Manager, Asset Manager or Department Director. Generally exercises no supervision; however, may provide lead-like direction to lower-level maintenance as assigned.</p> <p>ESSENTIAL JOB FUNCTIONS</p> <p>Duties may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Perform a variety of maintenance, installation and repair in a variety of trades and crafts involving Housing Authority owned or leased buildings, facilities, equipment and grounds, such as carpentry, plumbing, electrical, painting, mechanical, roofing, and landscaping. Provide journey-level skills in carpentry, painting, plumbing, electrical and mechanical crafts. • Perform janitorial duties, such as cleaning floors, walls, ceilings, windows, appliances in units and laundry rooms. Remove graffiti. Apply waxes, cleaning fluids and handle similar compounds. • Perform grounds maintenance duties: mow, trim, and edge lawn areas; trim shrubs, bushes and trees; apply pre-mixed chemicals in assigned locations complying with safety guidelines and hazcom/hazmat procedures. • Use a variety of hand tools and power and motorized and non-motorized equipment. • Repair and maintenance of structures, wastewater and domestic water, equipment, grounds, and associated systems. • Rough and finish carpentry tasks such as repair/replace doors, door frames, cabinets, drawers and fences. • Independently respond to emergency requests from tenants as well as formal work orders. • Install appliances, replace window glass, screens and plumbing and electrical fixtures. • Perform interior and exterior painting. • Make plumbing repairs such as, repairs to the plumbing systems of buildings and repair or replace broken water/sewer lines and/or water heaters. • Perform electrical repairs and installations such as replace lightbulbs, fuses and circuit breakers. • Install floor tile or carpeting. • Repairs/replaces locks, keys, rekeys locks, and cuts keys. • Appliance and equipment repair and maintenance including but not limited to stoves, ovens, and 			

refrigerators.

- Perform maintenance inspections.
- Move, assemble and store furniture and equipment.
- In accordance with Government Code 3100, perform the duties as a disaster services worker as assigned in the event of a declared disaster or state emergency by the Housing Authority Executive Director, Merced County OES and/or the State of California DHS.

OTHER JOB FUNCTIONS

- Receive afterhours and weekend calls for emergency maintenance requests.
- May be required to participate in training of staff in the absence of the Maintenance Manager.
- Perform related duties as assigned.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

Knowledge & Abilities: Background in maintenance and repair of housing, apartment complexes or other rental property. Journey-level skills in one or more maintenance and repair trade areas (e.g. carpentry, plumbing, painting, electrical, mechanical and roofing). Building codes, maintenance techniques and purchasing procedures. Efficiently schedule assigned work in a timely manner. Understand oral and written instructions and procedures. Be courteous, exercise judgement, discretion and maintain confidentiality in dealing with clients, general public and co-workers. Communicate effectively in English in written and oral expression. Operate an automobile or truck.

Licenses & Certificates: Possession of, or ability to immediately obtain and retain a valid California Driver License.

Physical Requirements/Work Environment: Work at heights, on ladders, roofs, etc. Climb stairs and walk over uneven ground. Work in closed and restricted spaces, requiring significant mobility, including the ability to bend, stretch, kneel, and twist. Lift heavy objects up to 100 pounds. May handle chemicals, including herbicides not requiring State licensing.

Other: Provide proof of U.S citizenship of, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service (INS).

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Any combination of experience and education that provides the required knowledge and abilities could be qualifying, as determined by the Housing Authority. A typical way to obtain the knowledge would be:

- Experience – three years of recent experience in maintenance-related work involving the use of hand and power tools in the maintenance and repair of buildings grounds, equipment and other facilities. Preferably associated with housing.
- Education – completion of twelfth grade or recognized equivalent.

The Housing Authority of the County of Merced is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time



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: _____

APPLICATION FOR EMPLOYMENT
Housing Authority Of The County Of Merced
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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 _____

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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:
		From:
Supervisor's Name:		Job Title:
Phone #: ()		
Reason For Leaving:		

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

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

APPLICATION FOR EMPLOYMENT
Housing Authority Of The County Of Merced
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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 WORKER II

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

Your Name: _____

1. Please detail your current and past experience in performing building maintenance/construction, groundskeeping, and custodial tasks for housing units other than your own residence.
2. Please summarize your major areas of construction expertise (plumbing, electrical, etc.), and what tasks you have performed in each area and for how long.

(Continue On Back Of Sheet)

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Maintenance Worker II
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3. What experience have you had in past positions in which you were required to work independently or with minimal supervision?

4. Summarize your experience in performing maintenance assignments in a multi-family complex. What did you find was the most difficult part of working in this type of job assignment in and around a tenant population? (Be specific)

"I hereby certify that the statements provided herein are true and complete to the best of my knowledge. I understand that false or misleading statements or information may result in my disqualification as an applicant or subsequent discharge as an employee."

Signed:_____ Date:_____

<input type="checkbox"/> Please attach this supplemental questionnaire to your employment application and return to the Housing Authority 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