



HOUSING AUTHORITY OF THE CITY OF PUEBLO
1414 N. Santa Fe Ave
Pueblo, CO 81003

Application for Employment
An Equal Opportunity Employer

Answer each question fully and accurately. Print clearly; illegible or incomplete forms will not be processed. Please use blank paper if more room is needed. The Affirmative Action Questionnaire (last page) is optional. Information gathered is for Equal Employment Opportunity reporting purposes. Completion of this form is voluntary.

Date		Social Security Number		
Last Name		First Name		Middle Name
Present Address	Street	City	State	Zip Code
Telephone Number		Position Applying For		

EDUCATION

Last High School Attended:	Address (City & State)	Date Graduated (Mo./Year)	GED Certificate No. _____	
College/University Attended:	Dates (From/To)	Major	Minor	Degree Awarded
Name:				
Location:				
Name:				
Location:				
Name:				
Location:				
Trade/Technical Schools Attended: (Give name and location of each school. List dates attended, subjects studied and degrees completed.)				

SPECIAL SKILLS

What skills, licenses or additional training do you have that are related to the job for which you are applying? Include machines or equipment can you operate that are related to the job for which you are applying?

REFERENCES

Give three references of persons not related to you and who have knowledge of your business or professional qualifications.

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Occupation</u>
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_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT HISTORY

List all employment beginning with your present or most recent employment. Account for all periods of time including part-time, temporary, voluntary jobs, military service and any period of unemployment. Be complete and specific in detailing of job duties. Information must be accurate. If it is found that information provided is falsified, you will not be considered for a job with the Housing Authority and/or may be removed from a job after hire.

Name of Employer: _____	Supervisor: _____
Address: _____	Employed From: _____ To: _____
City, State, Zip Code: _____	Salary: _____
Telephone: _____	Reason For Leaving: _____
Job Title/Duties: _____	

Name of Employer: _____	Supervisor: _____
Address: _____	Employed From: _____ To: _____
City, State, Zip Code: _____	Salary: _____
Telephone: _____	Reason For Leaving: _____
Job Title/Duties: _____	

Use this space for any additional information or comments you wish to add: (Please indicate which section you are referring to.)

PLEASE READ BEFORE SIGNING

I certify that all statements, information and documents provided in this application are true, complete and correct to the best of my knowledge and are made in good faith. I understand that any false or misleading statement may result in disqualification from consideration or termination of employment at any time.

I authorize the agency and/or its representatives, including consumer reporting bureaus, to verify any of this information including, but not limited to, criminal history and motor vehicle driving records.

I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release such persons and organizations from any legal liability in making such statements.

I understand that if I am extended an offer of employment it may be conditional upon my successfully passing a complete pre-employment physical and drug screening. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice.

I have read, understand, and by my signature consent to these statements.

Signature of Applicant

Date

MAINTENANCE AND REPAIR EXPERIENCE

(Maintenance Applicants Only)

The following is a list of some of the work performed by Housing Authority Maintenance employees. Under each heading place a check near the kind of work you have performed or have been trained.

PLUMBING:

- G repair/replace commodes
- G repair/replace faucets
- G repair/replace basins
- G repair/replace kitchen sinks
- G repair/replace bathtubs/showers
- G repair/replace water heaters
- G repair/replace washing machines/dryers
- G repair/replace water lines/mains
- G repair/replace sewer lines/mains

GROUNDS MAINTENANCE:

- mowing grass (push mower)
- mowing grass (riding or tractor mower)
- trimming trees, shrubs and bushes
- watering/fertilizing grass and plants
- cultivating flower and shrubbery beds

CARPENTRY:

- G repair/replace doors
- G repair/replace windows/panes
- G repair/replace cabinets & fixtures
- G repair/replace floors
- G repair/replace walls and ceilings
- G repair/replace railings
- G repair/replace woodwork/molding
- G repair/replace roofs
- repair/replace framing

APPLIANCE REPAIR:

- repair/replace gas and/or electric ranges
- repair/replace refrigerators
- repair/replace air conditioning
(window units)
- repair/replace air conditioning
(central units)
- repair/replace gas and/or electric heaters
- repair/replace gas and/or electric heaters
(central)

ELECTRICAL:

- G repair/replace light fixtures
and outlets
- G repair/replace breaker panels
- G install temporary service
- G repair/install wiring
- G repair/replace/install cathodic
protection devices
- G other electrical work

WELDING/CUTTING:

- acetylene torch
- arc welder
- soldering/brazing

PAINTING:

- G interior/exterior painting with
brushes/rollers
- G spray painting
- G varnishing, staining/other finishes
interior and exterior surfaces

CUSTODIAL:

- cleaning housing and fixtures
- cleaning offices and fixtures
- minor building repair/maintenance
caulking, dealing, and patching



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EEO REPORTING INFORMATION

The purpose of this form is collect information in compliance with requirements for governmental reporting and record keeping. Providing this information is voluntary. This information is not part of your employment application form and will not be considered in the employment/applicant process. This questionnaire will be detached when the application is submitted and will be kept separate.

APPLICANT INFORMATION

Applicant Name: _____ Date: _____

_____ Male _____ Female Position Applied For: _____

Please select one of the following EEO Identifications:

_____ White _____ Black or African American _____ Hispanic or Latino
_____ Native American _____ Asian Pacific _____ Other
_____ or Alaskan Native _____ Native Hawaiian or
_____ other Pacific Islander

Referral Source:

_____ Walk-In _____ Employment Agency _____ Other
_____ Current Employee _____ Advertisement

FOR ADMINISTRATIVE USE

Position Applied For: _____
_____ Current Opening _____ No Opening

Position Classification:

_____ Exec/Sr. Level Officials & Mgrs. _____ First/Mid-Level Officials & Mgrs.
_____ Professionals _____ Technicians _____ Office & Clerical Workers
_____ Craftworkers (skilled) _____ Laborers (skilled) _____ Service Workers

HR Review: _____ Date: _____