



EMPLOYMENT APPLICATION

HOUSING AUTHORITY OF THE CITY OF PUEBLO

201 S. Victoria Ave

Pueblo, CO 81003

www.hapueblo.org

Instructions for Completing Application

The Housing Authority of the City of Pueblo is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and selection decisions be based on job related factors.

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. A resume may also be submitted, but the application form must be completed entirely. Please return the completed application to: The Housing Authority of the City of Pueblo, 201 S. Victoria Ave, Pueblo, CO, 81003 or fax to: (719) 546-5356.

Date:	Position Apply For:	Date Available for Work:
Last Name: (Last, First, Middle)		
Address: (Street, City, State, Zip Code)		
Telephone Number:	Cell Phone Number:	Email Address:
Colorado Driver's License: <input type="checkbox"/> Yes <input type="checkbox"/> No	Legal Right to Work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	

EDUCATION

Name of High School:	Address: (City, State)	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
GED Certificate: <input type="checkbox"/> Yes <input type="checkbox"/> No	GED Certificate Number:	Location:
Name of College/Technician Schools Attended:	Address: (City, State)	
Did You Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree Received:	Major:
Name of College/Technician Schools Attended:	Address: (City, State)	
Did You Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree Received:	Major:

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 you can operate that is related to the job for which you are applying.

REFERENCES

Please list 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>Relationship to Applicant:</u>

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: (City, State) _____
Employed From: _____ To: _____ Phone Number: _____ Salary: _____
Reason For Leaving: _____ May We Contact This Employer? Yes No

Job Title/Duties: _____

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Employed From: _____ To: _____ Phone Number: _____ Salary: _____
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Address: (City, State) _____

Employed From: _____ To: _____ Phone Number: _____ Salary: _____

Reason For Leaving: _____ May We Contact This Employer? Yes No

Job Title/Duties: _____

ADDITIONAL QUESTIONS

- 1.) Have you been fired or asked to resign from any job during the past five years? If yes, please explain:
- 2.) Have you ever been found guilty of any law other than minor traffic fines or juvenile offenses? If yes, please explain in detail all charges, locations, dates, action taken, and all other circumstances relevant to the conviction.
- 3.) Are you related to any employee of the Housing Authority? If yes, please give name and relationship:
- 4.) Please list maiden names, aliases, nicknames or names other than your present legal name which you have used:

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 does not create an implied contract of employment nor guarantee employment for any definite period of time. Final decisions regarding hiring will be made by the Executive Director of the Housing Authority of the City of Pueblo and my employment may be terminated at any time with or without reason and with or without notice.

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

Signature of Applicant

Date

This application for employment will remain on file for six months.

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 please place a check near the type of work you have performed or have been trained.

PLUMBING:

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

CARPENTRY:

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

ELECTRICAL:

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

PAINTING:

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

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

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)

WELDING/CUTTING:

- acetylene torch
- arc welder
- soldering/brazing

CUSTODIAL:

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