



EMPLOYMENT APPLICATION

Equal Opportunity Employer

June 29, 2011

Thank you for your interest in working for the Caldwell Housing Authority (CHA). CHA is seeking a qualified and motivated individual to serve as the House Cleaner/Painter.

The successful candidate must be bi-lingual in Spanish and English; be able to read and write in both Spanish and English; be familiar with housekeeping and cleaning practices, be able stand for long periods of time; be able to paint both interior and exterior of apartments; and have general understanding of housing quality standards.

The successful candidate will have a work history and experience cleaning houses and painting.

The Housing Authority will accept applications and interview applicants until the position July 12, 2011. The Housing Authority will not accept resumes in lieu of an official application.

Again, thank you for your interest in working for the Caldwell Housing Authority.



EMPLOYMENT APPLICATION

Equal Opportunity Employer

Caldwell Housing Authority

Job Description: House Cleaner / Painter

Position Objective: Performs a variety of tasks to assure proper cleaning and routine maintenance of Caldwell Housing Authority property

Job Summary:

The principal function of an employee in this class is to perform apartment/facility maintenance and cleaning functions. The work is performed under the general supervision of the Maintenance Supervisor. This position requires the exercise of independent judgment, time management and initiative in successfully performing assigned duties. Work is performed in an outdoor and indoor environment. Must be bi-lingual in English and Spanish.

Examples of Work (not exhaustive):

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs routine maintenance and cleaning of vacant apartments and other Housing Authority buildings;
- Prepares apartment for painting and paints apartments prior to occupancy;
- Sweeps, mops, buffs, and scrubs, floors of buildings, using cleaning solutions, tools and equipment;
- Cleans or polishes walls, ceilings, windows, equipment and building fixtures, using cleaning equipment, scrapers, brooms and variety of hand and power tools;
- Empties and cleans waste receptacles;
- Cleans, disinfects, and sanitizes restroom sinks and bowls;
- Vacuums and spot cleans carpets and entry rugs and mats;
- Mixes chemicals as needed to perform specialized cleaning functions;
- Performs miscellaneous seasonal or periodic duties;
- Develops plans to accomplish work, and prioritizing and organizing one's own work;
- Provides information to supervisor(s) and other employees;
- Performs minor maintenance duties as required.



EMPLOYMENT APPLICATION

Equal Opportunity Employer

Knowledge, Skills and Abilities required:

- Working knowledge of procedures, tools, equipment, and materials used in maintenance and custodial work;
- Working knowledge of safety practices of custodial work;
- Working knowledge of the use of cleaning agents and equipment;
- Working knowledge of the uses of chemicals and their interactions, danger signs, and disposal methods and an understanding of Material Safety Data Sheets (MSDS);
- Ability to operate tools and equipment used in custodial work;
- Ability to follow oral and written instructions;
- Ability to perform lifting and other duties requiring moderate physical strength;
- Ability to develop constructive and cooperative working relationships with other employees and supervisor(s);
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals;
- Ability to apply common sense to carry out written or oral instructions;
- Ability to develop working relationships with other employees and supervisor(s);
- Perform related duties as assigned.

Essential Physical Abilities:

- Subject to overtime;
- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to inspect a wide variety of code enforcement violations and review written materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a vehicle and computerized equipment;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to efficiently perform a variety of physical activities which involve muscular strain, such as lifting, walking, standing, stooping, reaching, hearing, and seeing. May be required to lift in excess of 25 pounds in normal course of job performance;
- Sufficient mental capability to utilize memory for details, verbal instructions, emotional stability, discriminating thinking, and guided problem solving.



EMPLOYMENT APPLICATION

Equal Opportunity Employer

Personal Information

Date:	Home Phone:	Cell Phone:	
NAME (First, MI, Last):		Social Security # (SSN):	
Current Address:	City:	State:	Zip Code:

Desired Position

Position Applying For:	Date You Can Start:	Desired Hourly Rate:
Currently Employed: <input type="checkbox"/> YES <input type="checkbox"/> NO	Legal to Work in the U.S.: <input type="checkbox"/> YES <input type="checkbox"/> NO	Speak Spanish & English: <input type="checkbox"/> YES <input type="checkbox"/> NO
Worked for CHA Previously: <input type="checkbox"/> YES <input type="checkbox"/> NO	When:	Worked for other Housing Authority: <input type="checkbox"/> YES <input type="checkbox"/> NO

Education

High School Graduate: <input type="checkbox"/> YES <input type="checkbox"/> NO	School:	Graduation Date:	Subjects Studied:
College Graduate: <input type="checkbox"/> YES <input type="checkbox"/> NO	School:	Graduation Date:	Degree:
Trade School Graduate: <input type="checkbox"/> YES <input type="checkbox"/> NO	School:	Graduation Date:	Subjects Studied:
Professional Certifications: <input type="checkbox"/> YES <input type="checkbox"/> NO	School:	Graduation Date:	Certification Type:

General Information

List any experience you have cleaning houses or any janitorial experience:

List any experience you have painting:

List any experience you have cleaning or repairing rental housing:

Military Experience

U.S. Military Service: <input type="checkbox"/> YES <input type="checkbox"/> NO	Branch:	Dates:	Rank:	Field:
---	---------	--------	-------	--------



EMPLOYMENT APPLICATION

Equal Opportunity Employer

Previous Employment

Name and Location of Employer:	Dates Employed:	Salary/Wage:	Position:	Reason for leaving:
Name and Location of Employer:	Dates Employed:	Salary/Wage:	Position:	Reason for leaving:
Name and Location of Employer:	Dates Employed:	Salary/Wage:	Position:	Reason for leaving:
Name and Location of Employer:	Dates Employed:	Salary/Wage:	Position:	Reason for leaving:

References

Name:	Phone Number:	Business Name:	Working Relationship: <input type="checkbox"/> YES <input type="checkbox"/> NO
			Working Relationship: <input type="checkbox"/> YES <input type="checkbox"/> NO
			Working Relationship: <input type="checkbox"/> YES <input type="checkbox"/> NO
			Working Relationship: <input type="checkbox"/> YES <input type="checkbox"/> NO

Authorizations

By signing below, I certify that I have provided truthful and accurate information, and give permission for the Caldwell Housing Authority to check references, and perform a criminal background check.

By signing below I certify and understand that I have not been offered employment and any offer of employment must be by written notification by authorized Housing Authority staff.

By signing below I certify that I am able to perform manual labor and work in various conditions both inside and outside (including a disability related need for a reasonable accommodation).

Signed:	Dated:
---------	--------