



Provo City Housing Authority Employment Application

Please print in black or blue ink.

Date of Application: \_\_\_\_\_ Position Title: \_\_\_\_\_

Personal Information

Name: \_\_\_\_\_
First Middle Last

Address: \_\_\_\_\_
Number/Street Apt. # City/State Zip

Phone#: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Do you have a valid Driver's License? Yes [ ] No [ ] Are you at least 18 years of age? Yes [ ] No [ ]

Do you have any friends or relatives working for this agency? Yes [ ] No [ ] If yes, please list: \_\_\_\_\_

Date Available for Work: \_\_\_\_\_ Available for: Full Time [ ] Part Time [ ] Temporary [ ]

Are you willing to work overtime? Yes [ ] No [ ] Are you willing to work on an "on call" basis? Yes [ ] No [ ]

Are there any days, shifts, or hours you will not work? Yes [ ] No [ ] If yes, please explain: \_\_\_\_\_

Do you plan to attend school or have additional employment while working for the Provo City Housing Authority?
Yes [ ] No [ ] If yes, please explain: \_\_\_\_\_

Are there outside employment, personal, or business interests that would place you in a possible conflict of interest
situation while employed with the Provo City Housing Authority? Yes [ ] No [ ] If yes, please explain:
\_\_\_\_\_

Education, Skills, and Experience

Do you have a high school diploma or GED certificate: Yes [ ] No [ ] Other degrees? \_\_\_\_\_

Are you proficient in speaking, reading, and writing in English? Yes [ ] No [ ] Other languages? \_\_\_\_\_

Describe any relevant degrees, formal schooling, special courses, or specialized training: \_\_\_\_\_



List any licenses, certificates, permits, credentials, professional acknowledgments, or memberships in any professional or trade organizations: \_\_\_\_\_

Are you comfortable using computers? Yes  No  If applying for a clerical position, Typing Speed: \_\_\_\_\_

Briefly describe your experience with computers in a work environment: \_\_\_\_\_

Other employment-related skills or experience not previously listed: \_\_\_\_\_

**Prior Events**

Have you been employed by the Provo City Housing Authority before? Yes  No  If yes, when: \_\_\_\_\_

Have you ever been discharged from employment for cause? Yes  No  If yes, please explain: \_\_\_\_\_

Please explain your experience with Federal, State, and OSHA safety rules and regulations, as well as generally recognized workplace safety practices: \_\_\_\_\_

Have you ever been convicted of a criminal offense? Yes  No  If yes, please explain giving nature of offense, date, location of court and final disposition: \_\_\_\_\_

Note: Do not include any conviction for which records are sealed or expunged. Criminal offenses include felonies, misdemeanors, and summary offenses. Examples include but are not limited to: Driving under the influence of an intoxicating substance, illegal drug use, fraudulent activity, disturbing the peace, leaving the scene of an accident, robbery, assault, domestic violence, sexual assault, etc. A conviction itself does not constitute an automatic bar to employment. The seriousness of the crime, date of conviction, and relatedness to the job for which you are applying will be considered. Falsification or omission of information will affect your eligibility for employment and will jeopardize your eligibility status for future positions.

**Employment History**

Please list at least three (3) jobs, including relevant volunteer experience. If you were employed under another name write the name by which you were known to the employer. In addition, list any earlier experience of the kind required for this position. Only those jobs listed on this application and your submitted resume will be considered as work experience.

Position Title: \_\_\_\_\_ Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
Name Title

Number/Street, City, State, Zip: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ to \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_



Reason for Leaving: \_\_\_\_\_

Hours worked per week: \_\_\_\_\_ Are you employed by this company now? Yes  No

May we contact this employer? Yes  No  If no, please explain: \_\_\_\_\_

Description of duties and experience: \_\_\_\_\_

I do hereby authorize \_\_\_\_\_ to release any and all background information, of a confidential or privileged nature, relevant to this application and any pertinent information they may have to the hiring authorities of the Provo City Housing Authority.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Position Title: \_\_\_\_\_ Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
Name Title

Number/Street, City, State, Zip: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ to \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Hours worked per week: \_\_\_\_\_ Are you employed by this company now? Yes  No

May we contact this employer? Yes  No  If no, please explain: \_\_\_\_\_

Description of duties and experience: \_\_\_\_\_

I do hereby authorize \_\_\_\_\_ to release any and all background information, of a confidential or privileged nature, relevant to this application and any pertinent information they may have to the hiring authorities of the Provo City Housing Authority.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Position Title: \_\_\_\_\_ Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
Name Title

Number/Street, City, State, Zip: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ to \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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\_\_\_\_\_  
Signature Date  
Position Title: \_\_\_\_\_ Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
Name Title

Number/Street, City, State, Zip: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ to \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

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May we contact this employer? Yes  No  If no, please explain:  
\_\_\_\_\_

Description of duties and experience: \_\_\_\_\_  
\_\_\_\_\_

I do hereby authorize \_\_\_\_\_ to release any and all background information, of a confidential or privileged nature, relevant to this application and any pertinent information they may have to the hiring authorities of the Provo City Housing Authority.

\_\_\_\_\_  
Signature Date

- Any questions left incomplete or marked with "please see resume" may result in disqualification.
- If you need additional space for Employment History, please ask for an Additional Employment History Addendum.
- If you need additional space to answer any question, please use a separate piece of paper.

### Certification of Applicant

I certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statements of material fact will subject me to disqualification or dismissal.

I authorize any and all persons, companies, or agencies to release any and all background information, of a confidential or privileged nature, relevant to this application and any pertinent information they may have to the hiring authorities of the Provo City Housing Authority. This information is to be used to assist in determining my qualifications and fitness for the position I am seeking.

I release Provo City Housing Authority and its officers, agents and employees from any liability for the use of any and all of the foregoing information, in consideration of being reviewed for the aforesaid position.

I understand that any initial employment offer will also be conditional based on previous employment verification, a criminal background investigation, and a drug screen, and if I fail any portion of this screening process, I will not be eligible for employment.

I understand that the Provo City Housing Authority participates with E-Verify, a Federal program which will compare



my personal information to the databases from the U.S. Department of Homeland Security and Social Security Administration to confirm my eligibility for employment in the United States.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Maintenance Technician**



Pay Level: Competitive Wage based on experience.

**Job Summary:** To provide labor and general maintenance services in the maintenance and repair of Housing Authority property. Will work under the general supervision of the Maintenance Supervisor, and other personnel as assigned by the Executive Director.

### Typical Duties

1. Performs routine maintenance and repairs on housing units;
2. Participates in cleaning, painting and repairs made to vacated apartments;
3. Performs service calls within the scope of skilled performance.
4. Diagnoses and trouble-shoots maintenance problems and recommends corrective measures.
5. Performs housing rehabilitation activities.
6. On call status as scheduled.
7. Other duties as assigned.

**Minimum Qualifications:** Must have: at least two (2) years of experience in painting, building maintenance and housing rehabilitation activities. Must have: general knowledge of plumbing, electrical systems, and general building construction activities. Must have: ability to deal with the public in a pleasant, courteous, and calm manner in all circumstances. Must be: insurable by the Housing Authority's fleet insurance carrier. Must have: a valid Driver's License. May be required to obtain a license to spray chemicals.

**Physical Demands:** Walking, bending, climbing ladders, stooping, reaching, heavy lifting, quick movements, and assuming uncomfortable positions for extended periods of time.

**Education and Experience:** Graduation from a standard high school. Experience with: power tools; hand tools; grounds keeping tools; painting tools; cleaning tools; and trucks.

**Environmental Factors:** Working in enclosed places and at heights of up to 40 feet; and exposure to dangerous equipment, hazardous settings, gases in enclosed places, high voltages, and adverse weather conditions. May include exposure to high stress situations or environments, including handling emergency situations, meeting strict deadlines, contact with individuals in confrontational or uncomfortable circumstances, and other stressful conditions.

**Hours:** 40 hours per week, occasional overtime and on-call status.

**Application Procedures:** Applications are available at the Provo City Housing Authority office, 688 West 100 North, Provo or via the website, <http://provohousing.org>.

**Employment Requirements:** Successful applicants will be required to pass a criminal background check and drug screening.

**Application closing date:** When 8 qualified applications have been received.

Provo City Housing Authority is a drug-free workplace.