

# Housing Authority of the City of Raleigh

900 Haynes Street, Raleigh, NC 27604

GENERAL APPLICATION FOR EMPLOYMENT Maintenance

To be considered for employment, applicants must answer **all** questions and complete **all** sections of the general application. Failure to complete this application in its entirety may result in the removal of the applicant from consideration for employment. Applicants will receive consideration on the basis of occupational qualifications, education, and character without regard to age, sex, race, creed, color, religion, national origin, disability, genetic information, political or labor affiliation, or veteran status.

PLEASE PRINT OR TYPE

Date of application: \_\_\_\_\_

I.

**POSITION APPLIED FOR:** \_\_\_\_\_ **Limit one position per application.**

Last Name		First		Middle	
Present Address			City		County
State	Zip Code	Email address		Phone (where you can be reached)	Business Phone
Previous Address			City/State/Zip		County

Are you a U.S. citizen and/or legally authorized to work in the U.S.?  Yes  No

Are you now or have you ever been employed by the Raleigh Housing Authority?  Yes  No

If yes, position held? \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Are you related by blood or marriage to any person working for the Housing Authority?  Yes  No

If yes, give the names and relation to you: \_\_\_\_\_ / \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

Check the types of work you will accept:  Full-time  Part-time  Temporary  Any of the preceding

If you are not available for work now, enter the earliest date you could begin (mo/day/yr): \_\_\_/\_\_\_/\_\_\_ Salary expected: \_\_\_\_\_

May inquiry be made of your present employer regarding your character, qualifications, etc?  Yes  No

Have you ever been dismissed or forced to resign from any position?  Yes  No

If yes, explain (attach additional sheet if needed): \_\_\_\_\_

Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.)  Yes  No

If yes, explain (attach additional sheet if needed): \_\_\_\_\_

II.

## SPECIAL REQUIREMENTS

Some positions require the employee to take a pre-employment drug test or physical, hold a valid N.C. Driver's License and/or use a private automobile to perform major duties and responsibilities.

Are you willing to take a pre-employment physical or blood test?  Yes  No

Do you have reliable transportation?  Yes  No

Do you have a valid N.C. Driver's License?  Yes  No

License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

III.

**EDUCATION**

Circle highest grade completed: 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4  
 Under S/Q hours, list the hours of credit received and if they were semester (S) or quarter (Q) hours.

Schools (Name / City / State)	Grad?	S/Q Hours Course of Study	Type of Degree/Diploma
High School			
College(s) University(ies)			
Graduate or Professional			
Other educational, vocational schools, internships, etc.			

Current professional status: (List fields of work for which you have been registered)

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No. \_\_\_\_\_

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No. \_\_\_\_\_

Licenses and certifications (List, giving sources of issuance, and expiration dates): \_\_\_\_\_

List special qualifications and skills you possess which are related to the position for which you are applying: (Also complete the Maintenance Addendum or Administrative Addendum) \_\_\_\_\_

IV.

**WORK HISTORY:** Answer all items for each period of employment. Begin with your current or last employer. Provide **all** work history. Attach additional sheets if necessary to show all work history. **Referring to an attached résumé does not constitute completion of this section and may result in the applicant being removed from consideration for employment at RHA.**

1. Current or Last Employer:			Address:			
Job Title:		Supervisor's Name:		Telephone Number:		No. Supervised by you:
Date Employed (mo/yr):	Starting Salary: \$ _____ per		Ending or Current Salary: \$ _____ per		Reason for Leaving:	
Date Separated (mo/yr):	List major duties in order of their importance in the job:					
Full Time	Years	Months				
Part Time	Years	Months				
If part time, number of hours worked per week:						

2. Employer:			Address:			
Job Title:		Supervisor's Name:		Telephone Number:		No. Supervised by you:
Date Employed (mo/yr):	Starting Salary: \$ _____ per		Ending or Current Salary: \$ _____ per		Reason for Leaving:	
Date Separated (mo/yr):	List major duties in order of their importance in the job:					
Full Time	Years	Months				
Part Time	Years	Months				
If part time, number of hours worked per week:						

3. Employer:			Address:		
Job Title:		Supervisor's Name:		Telephone Number:	No. Supervised by you:
Date Employed (mo/yr):	Starting Salary:	Ending or Current Salary:	Reason for Leaving:		
	\$ per	\$ per			
Date Separated (mo/yr):	List major duties in order of their importance in the job:				
Full Time	Years	Months			
Part Time	Years	Months			
If part time, number of hours worked per week:					

4. Employer:			Address:		
Job Title:		Supervisor's Name:		Telephone Number:	No. Supervised by you:
Date Employed (mo/yr):	Starting Salary:	Ending or Current Salary:	Reason for Leaving:		
	\$ per	\$ per			
Date Separated (mo/yr):	List major duties in order of their importance in the job:				
Full Time	Years	Months			
Part Time	Years	Months			
If part time, number of hours worked per week:					

5. Employer:			Address:		
Job Title:		Supervisor's Name:		Telephone Number:	No. Supervised by you:
Date Employed (mo/yr):	Starting Salary:	Ending or Current Salary:	Reason for Leaving:		
	\$ per	\$ per			
Date Separated (mo/yr):	List major duties in order of their importance in the job:				
Full Time	Years	Months			
Part Time	Years	Months			
If part time, number of hours worked per week:					

6. Employer:			Address:		
Job Title:		Supervisor's Name:		Telephone Number:	No. Supervised by you:
Date Employed (mo/yr):	Starting Salary:	Ending or Current Salary:	Reason for Leaving:		
	\$ per	\$ per			
Date Separated (mo/yr):	List major duties in order of their importance in the job:				
Full Time	Years	Months			
Part Time	Years	Months			
If part time, number of hours worked per week:					

V.

<b>MILITARY</b>	
<i>COMPLETE THIS SECTION IF YOU SERVED IN THE U.S. ARMED FORCES</i>	Branch of Service
Describe your duties and any special training	Period of Active Duty (month & year) From                      To
	Rank at Discharge
	Date of Final Discharge

VI. Do you know of any reason(s) that would prohibit you from performing the functions of the job for which you have applied?  Yes  No

If yes, describe limitation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VII. References: If you wish to list references, list persons who are not related to you who have knowledge of your qualifications for the position(s) for which you are applying, such as former co-workers, teachers, etc. Do not repeat names of supervisors you have listed under the Work History section of this application.

(A) Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_

(B) Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_

(C) Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_

VIII.

**Certificate of Applicant**

I certify that the information provided in this General Application for Employment, including any addendums and/or an attached resume, is true, accurate and complete. If employed, any misrepresentation, falsification or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

Furthermore, the Housing Authority of the City of Raleigh has my permission to check references and verify all the information I have provided. I authorize my former employers, schools and other educational institutions I have attended to release my records and to discuss my performance with representatives of the Housing Authority of the City of Raleigh who are investigating my background.

**FOR ELECTRONIC SUBMISSION:** I have agreed to submit this application by electronic means. By signing this application electronically, I certify under penalty of perjury and false swearing that my answers are correct and complete to the best of my knowledge.

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant's Signature

**Please email, mail or drop off completed application to:**

Raleigh Housing Authority  
Attn: Human Resources  
900 Haynes Street  
Raleigh, NC 27604

employment@rhaonline.com

**AREAS OF EXPERIENCE AND PROFICIENCY  
MAINTENANCE SKILLS ADDENDUM**

RHA expects each maintenance task to be returned to "like new condition". This form will assist RHA in the hiring process to determine the applicant's qualifications before and during the interview, and alert RHA if any additional training may be required. Complete the form providing your level of knowledge and proficiency for each of the tasks listed below (related to the position you are applying for) using the following definitions:

- (None)** I don't know how to perform the task.
- (Beginner)** I have very little experience performing the task.
- (Intermediate)** I know how to perform the task and have done it before.
- (Advanced)** I know how to perform the task and am proficient with it. I can do it quickly and without supervision.

<b>A</b>	<b>HVAC</b>	<b>None</b>	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>
1.	Install thermostat				
2.	Operate vacuum pump				
3.	Install P-Tac unit				
4.	Install heat pump				
5.	Install gas furnace				
6.	Troubleshoot/repair HVAC units				
7.	Charge unit with Freon				
8.	Replace circuit board				
9.	Replace/install flue pipe or B-vent on hot water heater/furnaces				
10.	Read blueprints/wiring schematics				
11.	Change compressor				
12.	Please describe the training you received or how you gained your "Advanced" or "Intermediate" skills as represented above (on the job training, college courses, etc.):				
<b>B</b>	<b>Plumbing</b>	<b>None</b>	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>
1.	Unstop drain/toilet with auger				
2.	Replace ballcock/fluidmaster				
3.	Install toilet				
4.	Replace p-trap				
5.	Replace faucet				
6.	Replace faucet/tub stems				
7.	Rebuild faucet				
8.	Install vanity				
9.	Solder copper pipe/fittings				
10.	Install garbage disposal				
11.	Install PVC/ABS/CPVC/Pex piping and fittings				
12.	Install water heater (gas and electric)				
13.	Replace water heater element or thermostat				
14.	Replace thermo coupling				
15.	Install expansion tank				
16.	Replace bath vent fan				
17.	Replace basket strainer				
18.	Unstop sinks and bathtubs				
19.	Operate drain cleaning equipment				
20.	Install gas piping to HVAC unit/water heater				
21.	Please describe the training you received or how you gained your "Advanced" or "Intermediate" skills as represented above (on the job training, college courses, etc.):				

<b>C</b>	<b>Electrical</b>	<b>None</b>	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>
1.	Replace switch/receptacle				
2.	Replace GFI				
3.	Test GFI				
4.	Install fluorescent light ballast				
5.	Replace breaker				
6.	Install light fixture				
7.	Interpret wiring diagrams/electrical schematics/blueprints				
8.	Use voltage meter				
9.	Please describe the training you received or how you gained your "Advanced" or "Intermediate" skills as represented above (on the job training, college courses, etc.):				

<b>D</b>	<b>Building</b>	<b>None</b>	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>
1.	Repair nail holes in drywall/trim				
2.	Repair large holes in drywall				
3.	Install tape/joint compound and sand/paint to match				
4.	Install window balance				
5.	Apply caulking				
6.	Install vinyl cove base				
7.	Install VCT flooring				
8.	Install kitchen cabinets				
9.	Install kitchen countertops				
10.	Replace doors (slab and bi-fold)				
11.	Install pre-hung doors				
12.	Install storm door				
13.	Build cabinet drawer				
14.	Replace door lock				
15.	Re-pin/re-key door locks				
16.	Cut keys				
17.	Replace window screen wire				
18.	Install/repair vinyl siding				
19.	Install foundation vents				
20.	Replace/install gutters and downspouts				
21.	Replace/repair damaged and missing boards on fences				
22.	Operate power tools				
23.	Replace porch rails and pickets				
24.	Install shades and blinds				
25.	Replace sections of rotten flooring				
26.	Operate power washer				
27.	Replace damaged shingles				
28.	Please describe the training you received or how you gained your "Advanced" or "Intermediate" skills as represented above (on the job training, college courses, etc.):				

<b>E</b>	<b>Appliances</b>	<b>None</b>	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>
1.	Replace refrigerator/freezer door gasket				
2.	Install icemaker				
3.	Install refrigerator compressor				
4.	Install refrigerator defrost switch				
5.	Replace freezer door handle				
6.	Replace range hood				
7.	Replace range elements/units				
8.	Replace range switches				
9.	Install gas range				
10.	Replace oven door gasket				
11.	Install pigtail on range or dryer				
12.	Install dishwasher				
13.	Please describe the training you received or how you gained your "Advanced" or "Intermediate" skills as represented above (on the job training, college courses, etc.):				

F	Landscaping	None	Beginner	Intermediate	Advanced
1.	Perform preventative maintenance on all landscape equipment				
2.	Repair irrigation leaks				
3.	Operate/weed eaters/backpack blowers/edgers/lawn mowers/hedge trimmers				
4.	Aerate lawns				
5.	Properly apply grass seeds				
6.	Properly apply/fertilizer/herbicides/pesticides				
7.	Identify common types of weeds				
8.	Properly apply weed killing chemicals				
9.	Use backpack sprayer				
10.	Identify turf diseases				
11.	Use of proper personal safety equipment				
12.	Mulching				
13.	Landscape shrub and tree care				
14.	Pruning trees and bushes				
15.	Plant flowers/bushes/trees				
16.	Please describe the training you received or how you gained your "Advanced" or "Intermediate" skills as represented above (on the job training, college courses, etc.):				

G	Current Certifications/Licenses	License/ Cert. #	Date of Issue	Date of Expiration
1.	Asbestos abatement			
2.	Bed bugs/termites			
3.	CFC			
4.	CPO/Certified Pool Operator			
5.	Electrical			
6.	HVAC			
7.	Lead abatement			
8.	Moisture/mildew/mold remediation			
9.	North Carolina General Contractor			
10.	Pesticide application			
11.	Plumbing			
12.	Other (Specify)			
13.	Other (Specify)			
14.	Other (Specify)			

### Certification of Applicant

I certify that the information provided on the General Application for Employment, including this document and any inserts and/or an attached resume, is true, accurate, and complete. If employed, any misrepresentation, falsification or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Furthermore, The Housing Authority of the City of Raleigh has my permission to check references and verify all the information I have provided. I authorize my former employers, schools and other educational institutions I have attended to release my records and to discuss my performance with representatives of the Housing Authority of the City of Raleigh who are investigating my background.

Print Name \_\_\_\_\_

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