

APPLICATION FOR EMPLOYMENT
Housing Authority of Murray (HAM)
 716 Nash Drive, Murray, Kentucky 42071
 Phone (270) 753-5000 Fax (270) 753-2073 www.phamurray.org

INSTRUCTIONS—Please Read Before Completing This Form. Please type or print clearly in dark ink. **This application must be completed in full to be considered for employment with HAM.** Please attach resume but do not write “see resume” in any section. If an item does not apply, write Not-Applicable (N/A) in the space provided. Before signing this form, carefully read the Privacy Act Notice for Employment Form on the last page.

Position Applying For:		Date:	
Name: (Last)	(First)	(MI)	
Address: (Number, Street, City, State, Zip Code)			
Contact Phone:	Other Phone:	E-Mail Address:	
Have you ever worked for HAM? Yes ☐ No ☐			
If any of your family members presently work for HAM, complete the following:			
Name		Relationship to You	
If, as an adult, you have ever been convicted of or plead guilty to a misdemeanor or felony other than a minor traffic violation, give details below. Include date of conviction, nature and disposition of offense. NOTE: A conviction does not necessarily prevent your employment with HAM.			
EEO Notice To All Applicants: The Housing Authority of Murray is proud to be an Equal Opportunity Employer. We provide opportunities for employment without regard to race, color, national origin, sex, age, religion, familial/marital status or disability. Are you able to perform the essential functions of the position, for which you are applying, with or without accommodation (please refer to job description for the position)? ☐ I am able to perform the essential functions without accommodation. ☐ I am requesting the following accommodation(s): _____			
Do you have the legal right to work in the United States? Yes ☐ No ☐ NOTE: All new employees are required to complete a Form I-9 and provide documentation establishing their identity and eligibility to work in the United States			
Do you possess a valid Kentucky Driver's License? Yes ☐ No ☐ NOTE: A Kentucky Driver's License may be required upon employment. Driving record must be acceptable to HAM.			
Do you have a high school diploma or GED? Yes ☐ No ☐		If no, highest grade completed?	
Name and Location (City, State & Zip Code) of College or University		Major and Type of Degree	Did You Graduate?
Other schools or training attended. Give the course name, dates attended, topics, and certificates received.			
Special qualifications and skills, office and/or construction equipment or tools you can operate.			

Employment History

Applicant Name: _____

Name of Employer		Dates Employed (Month and Year) From: _____ To: _____	
Complete Address and Telephone Number		Salary or Earnings Beginning: _____ Ending: _____	
Position Held:			
Was this a supervisory position? Yes ☐ No ☐ If yes, number and type of employees supervised.			
Name and Title of Immediate Supervisor		Telephone Number	
Reason for leaving:			
Description of work (describe specific duties, responsibilities, and accomplishments on the job).			

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Professional References			
Please provide three professional references. (Do not list any relatives or personal friends.)			
Name	Relationship	Telephone	E-mail Address

PRIVACY ACT NOTICE FOR EMPLOYMENT FORM

NOTICE TO APPLICANTS

This information is provided pursuant to the Privacy Act of 1976 for individuals supplying information for inclusion in a system of records.

POLICY

Information furnished will be used primarily by the Housing Authority of Murray to determine qualifications for employment, eligibility for transfer, reinstatement, promotion and/or demotion. All or part of this information may be furnished as indicated below:

1. Representatives from the Housing Authority of Murray, if required to determine employment suitability.
2. Federal, state and local agencies in which you have interest as a potential employee.
3. Federal, state and local agencies to create personnel files following your employment with the Housing Authority of Murray.
4. Representatives of federal, state and local agencies engaged in investigating violations of the law.
5. Individuals or agencies requesting statistical data exclusive of personal identification.
6. Requesting agencies possessing your voluntary release of information and assuming confidential protection of information released.

EFFECTS OF DISCLOSURE

It is in your best interest to answer all questions. Your failure to complete the form may jeopardize your opportunity for employment.

CERTIFICATION/AGREEMENT

I have read and understand the above Privacy Act Notice for Employment Form. I hereby certify that this application is a complete record and that all entries and all attachments are true and accurate to the best of my knowledge. I understand that false or incomplete statements herein supplied are grounds for disqualification from employment. I authorize the Housing Authority of Murray to conduct a thorough background investigation, except as it pertains to race, color, national origin, sex, age, familial/marital status, religion, disability, or other non-job related criteria, to be used relative to employment with the Housing Authority of Murray. I authorize my former employer(s), any other person(s) or organization(s) to provide any information they have about me, and I release all concerned from any liability in connection therewith. If employment is offered, I understand that I may be required to pass an examination(s), i.e., driving record check, pre-employment drug screening, etc., given at the Authority's expense and that my employment may be contingent upon successfully passing that examination.

Applicant's Signature

Date (Month/Day/Year)

HOUSING AUTHORITY OF MURRAY
POSITION DESCRIPTION

MAINTENANCE AIDE

Non- Exempt Position

POSITION SUMMARY: This is an entry level position in the Maintenance Department. Performs routine building and grounds maintenance tasks. This is manual labor requiring efficient performance of buildings and grounds maintenance duties. Works under the general supervision of the Maintenance Supervisor on routine assignments, receiving specific instruction on each new or unusual assignment. Work is reviewed by inspection.

DUTIES: Trim shrubbery, repair plumbing, install floor tile, install ranges and refrigerators, minor electrical repair, painting, clean vacated dwellings, miscellaneous building repairs, collects and transports supplies and equipment, takes proper care of equipment used and returns equipment and unused supplies to storage, must fill out work orders on all maintenance tasks. Must pass Pest Licensing exam within 6 months of employment. Does related work as required. Required to be on-call for emergency maintenance requests after hours and weekends on a rotating basis. Upholds the professional image of the Housing Authority at all times.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms, climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception, and the ability to adjust focus. These vision requirements can be satisfied with corrective lenses or contact lenses.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Required attire shall be defined as no slip-on shoes (work boots or lace up tennis shoes only); blue jeans; and any other housing authority provided items. (i.e. t-shirts, etc.)

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions and is frequently exposed to wet, cold and/or hot humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles and chemicals. The noise level in the work environment is usually moderate.

DESIRABLE EXPERIENCE AND TRAINING: Residential maintenance experience. Graduation from high school or GED is required.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of residential maintenance practices, supplies, and equipment and ability to use them economically and efficiently. Ability to understand and follow specific oral and written directions. Ability to complete work order forms and make-ready forms. Ability to establish and maintain effective working relationships with residents, fellow workers and the general public. Skills in the care and use of shop equipment, power tools and hand tools. Ability and initiative to perform preventive maintenance tasks.

OTHER REQUIREMENTS:

Must have a valid Kentucky Drivers License

Must be insurable by the Authority's auto insurance

Must be able to respond to on call emergencies in a reasonable amount of time