



# EMPLOYMENT APPLICATION

## Equal Opportunity Employer

January 2, 2021

Thank you for your interest in working for the Caldwell Housing Authority (CHA). CHA is seeking a highly motivated high school students to help with summer lawn mowing activities.

The successful candidate must be currently enrolled in high school; free from academic or legal problems, available to work a flexible schedule during the summer; and be able to work on your feet outdoors for long periods of time.

CHA's summer jobs program is intended provide teens with work experience that will help them transition to fulltime employment as an adult. Although experience is not required, the Housing Authority will extend employment opportunities to individuals who appear motivated and can demonstrate they will meet the needs of the Housing Authority.

The successful candidate will be motivated and able to demonstrate the abilities to perform the functions of the job.

The Housing Authority will accept applications and interview applicants until the position are filled. If you are not selected for employment, the Housing Authority will keep your application on file and may notify you when other employment opportunities arise.

Sincerely,

Management



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## Caldwell Housing Authority

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Job Description: Summer Lawn Care and Maintenance

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**Position Objective:** Performs a variety of tasks to assure proper care and attention to the lawns and common areas of the Housing Authority and assist with cleaning and painting of vacant apartments.

**Job Summary:**

The principal function of an employee in this position class is to perform lawn care maintenance and minor apartment repairs. 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 environment.

**Examples of Work (not exhaustive):**

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs routine lawn mowing activities;
- Safely operates commercial riding lawn mowers;
- Safely operates push mowers and weed-eater type trimmers;
- Mixes lawn chemicals for applications;
- Coordinates mowing assignment with irrigation schedules;
- Cleans and maintains lawn mowing/trimming equipment;
- Applies lawn chemicals for weed control using hand-held and mechanical applicators;
- Develops plans to accomplish work, and prioritizing and organizing one's own work;
- Provides information to supervisor(s) and other employees about activities;
- Paints and cleans vacant apartments as necessary; and
- Performs minor maintenance duties as required.



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### **Knowledge, Skills and Abilities required:**

- Working knowledge of procedures, tools, equipment, and materials used in lawn care;
- Working knowledge of safety practices around mechanical lawn mowing equipment;
- Working knowledge of the use of lawn chemicals;
- Working knowledge of the use of paints, primers, and painting equipment;
- Ability to operate tools and equipment used in lawn care and maintenance;
- 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;
- 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 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.



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### Personal Information

Date:	Home Phone:	Cell Phone:	
NAME (First, MI, Last):			
Current Address:	City:	State:	Zip Code:
Emergency Contact Name:		Relationship:	
Emergency Contact Phone:		Emergency Contact Cell Phone:	

### Summer Jobs Program

Year in High School	Anticipated Graduation Date:	Date You Can Start working:	
Previously Work Experience <input type="checkbox"/> YES <input type="checkbox"/> NO	Worked for CHA Previously: <input type="checkbox"/> YES <input type="checkbox"/> NO	Bi-lingual: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Legal to Work in the U.S.: <input type="checkbox"/> YES <input type="checkbox"/> NO	Hourly Rate: <b>\$10.00</b>	16 years of age or older: <input type="checkbox"/> YES <input type="checkbox"/> NO	

### Lawn Mowing Experience

Experience operating riding lawn mowers or push mowers:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Experience operating weed-eaters, edging machines, or leaf blowers:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Experience operating back-pack sprayers, spot sprayers, or broadcast spreaders:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Experience operating tractors, tillers, or sod removers:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Experience painting buildings or dwelling units (kitchens, bathrooms, etc.):	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have any problems / concerns doing any of the aforementioned activities?	<input type="checkbox"/> YES <input type="checkbox"/> NO

### Additional Information

Please provide additional information that would be helpful in determining your suitability for employment with CHA:



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### Applicant Certification and Acknowledgements

I, [the applicant], certify that I am able to perform the functions listed in the Job Description and am able to work for long periods of time performing outside lawn maintenance activities.

I acknowledge and understand this is a fulltime position requiring me to work 30-40 hours a week.

I acknowledge this is a temporary summer job.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Parent / Guardian Certification and Acknowledgements

I, [parent or guardian], authorize my juvenile child to work during the summer for the Caldwell Housing Authority.

I certify that my child has read the requirements of the job and is able to perform the functions of this job.

I acknowledge this is a temporary job and works to the pleasure of the Housing Authority.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date