



Quinault Housing Authority

P.O. BOX 160 | Taholah, WA 98587
(360) 276-4320 | FAX (360) 276-4778 | 1-888-891-0017

Job Opening

The Quinault Housing Authority is seeking to fill the following Position:

Date Posted	Closing Date	Position
April 1, 2022	April 15, 2022	Full Time Maintenance Mechanic

Application must be received by closing date

❖ **Maintenance Mechanic**

Position Summary: Perform semi- skilled work in construction. Maintenance and/or repair of buildings, facilities, grounds and equipment.

Minimum Qualifications: Must have knowledge of mechanical and maintenance facilities/buildings. Must be skilled in proper use of tools and equipment to repair facilities and buildings. Must be able to follow written and oral instructions; must be able to take responsibility and perform duties with limited or no supervision. Two years of maintenance or construction experience or an equivalent combination of education and/or experience. Must possess a valid Washington State Driver's license.

Applicants must complete a Quinault Housing Authority Job Application; they are available at the housing office.

All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to employment. Appointment to the position will be contingent upon a negative drug test result. Any applicant with a verified positive result may not reapply for any position with the Quinault Housing Authority or a period of six months.

Posted locations: Taholah Merc, Post office, BBOARD, QIN Web Page



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APPLICATION FOR EMPLOYMENT

We consider all applicants for all positions without regards to race, color religion, creed, gender, national origin, age, disability, martial or veterans' status, sexual orientation or any other legally protected status.

Name: _____

Last

First

Middle Initial

Address: _____

Physical Address

City

State, Zip Code

Mailing Address

City

State, Zip Code

Contact Phone: _____ Message Phone: _____

Driver's License No.: _____ Exp. Date: _____

Social Security No.: _____ Birthdate: _____

If you are under the age of 18 yrs. old, are you able to provide us with required proof of your eligibility to work? Yes No

Are you an enrolled American Indian? Yes No

If yes, the name of your tribe: _____ Enrollment Number: _____

Have you been employed with us before? Yes No

Are you currently on "lay off" status and subject to recall? Yes No

Position applying for: #1 _____

#2 _____

Are you able to work: Full Time Part Time Date you can start: _____

Can you travel if the job requires it? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa of immigrant status? Yes No

(proof of citizenship or immigration status will be required upon employment)

Have you been convicted of a felony within the last 7 years? Yes No

If yes, please explain: _____

(Conviction will not necessarily disqualify an applicant from employment)

Military Services Record

Were you in the US Armed Forces? Yes No
Branch: _____ Date From: _____ To _____
Rank at Discharge: _____ List duties and special trainings: _____

Education and Training

Are you presently attending school? Yes No Full Time Part Time
If yes, please describe course of study: _____

School	Name and Address	Course of Study	Year Completed	Did you graduate?	List Diploma or Degree
High School					
Colleges or Professional Trade School					
Seminars Workshops					

Employment History

Begin with your last job. If you do not want us to contact an employer listed below, please write DO NOT CONTACT on the line Reason for Leaving. Please fill out this part completely, including all information pertinent to the position(s) applying for.

Last/Current Job (1)

Employer:	Phone#:	Supervisor:
Address:	City, State, Zip:	Salary:
Job Title:	From:	To:
Reason for Leaving:		
Job Duties:		

Job (2)

Employer:	Phone#:	Supervisor:
Address:	City, State, Zip:	Salary:
Job Title:	From:	To:
Reason for Leaving:		
Job Duties:		

Job (3)

Employer:	Phone#:	Supervisor:
Address:	City, State, Zip:	Salary:
Job Title:	From:	To:
Reason for Leaving:		
Job Duties:		

Personal References

List three (3) people not related to you and who has definite knowledge of your skills and qualification as related to the positions in which you are applying for

Name and Occupation	Address	Phone Number

Employment Agreement

I hereby affirm that all answers and statements contained in this application form are true and complete to the best of my knowledge. I authorize Quinault Housing Authority to officially investigate any statement. I understand that any misrepresentation or omission of material fact is cause for dismissal from employment or cancellation of my application. I agree to complete all papers and examination as may be required for the job for which I am applying.

Signature: _____ Date: _____