

Maintenance Employment Application

Part-time | Daytime availability | English and Spanish required

Complete digitally or print clearly. Use N/A where appropriate; attach a resume if available.

1 APPLICANT INFORMATION

Full name

Application date

Phone

Email

Street address, city, state and ZIP code

2 AVAILABILITY

Earliest start date

Hours available per week

Desired hourly pay

Days available for daytime work:

☐ Mon

☐ Tue

☐ Wed

☐ Thu

☐ Fri

☐ Sat

☐ Sun

Available time ranges and any scheduling limits

Are you available for occasional evening or weekend needs?

☐ Yes

☐ No

3 LANGUAGE AND MAINTENANCE SKILLS

Can you communicate in both English and Spanish?

☐ Yes

☐ No

English proficiency (speaking / reading)

Spanish proficiency (speaking / reading)

Check the areas in which you have practical experience:

☐ General repairs

☐ Cleaning / custodial

☐ Painting / drywall

☐ Basic plumbing

☐ Basic electrical

☐ HVAC upkeep

☐ Grounds / snow removal

☐ Tools / equipment

☐ Event setup / teardown

Relevant training, certifications, equipment skills or other experience

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4 EMPLOYMENT HISTORY

List your two most recent or relevant positions. Attach another page if needed.

Employer 1 / company name

Job title

Dates employed (from / to)

Supervisor / phone

Main responsibilities / reason for leaving

May we contact this employer?

☐

Yes

☐

No

Employer 2 / company name

Job title

Dates employed (from / to)

Supervisor / phone

Main responsibilities / reason for leaving

May we contact this employer?

☐

Yes

☐

No

5 PROFESSIONAL REFERENCES

Provide two references who can speak to your work. Please exclude relatives.

Reference 1: name

Relationship

Phone or email

Reference 2: name

Relationship

Phone or email

I certify that the information provided is accurate and complete to the best of my knowledge.

Applicant signature (sign after printing or use a PDF signing tool)

Date

Return to Oscar Raymundo: oraymundo@stannewichita.org or the Pastoral Center office.