

Pre-Employment Checklist Maintenance Division

General Prerequisites:

- Need vehicle and current auto insurance
- Clean, recent DMV print out
- Must supply own tools
- Verifiable eligibility for employment in U.S.A.
- Accessible employment history (refs. available)
- Must pass pre-employment physical exam and drug screen
- Basic administrative skills: reading, writing, and math

Special Note: Candidates for employment must be able to work with minimal supervision, maintain a positive attitude, and prioritize work schedules.

Skills Checklist:

Please rate yourself at performing the following work:

<u>Skills</u>	<u>Expert</u>	<u>Competent</u>	<u>Some</u>	<u>None</u>	Comments
Screen repair/replacement	_____	_____	_____	_____	_____
Window repair/replacement	_____	_____	_____	_____	_____
Cabinets	_____	_____	_____	_____	_____
Doors/door jams	_____	_____	_____	_____	_____
Hanging doors	_____	_____	_____	_____	_____
Framing	_____	_____	_____	_____	_____
Drywall	_____	_____	_____	_____	_____
Floor re-building	_____	_____	_____	_____	_____
Fence repair	_____	_____	_____	_____	_____
Stucco	_____	_____	_____	_____	_____
Concrete	_____	_____	_____	_____	_____
Stair and deck sealing	_____	_____	_____	_____	_____

<u>Skills</u>	<u>Expert</u>	<u>Competent</u>	<u>Some</u>	<u>None</u>	<u>Comments</u>
Roofing repairs	_____	_____	_____	_____	_____
Shower installation	_____	_____	_____	_____	_____
Bathroom remodels	_____	_____	_____	_____	_____
Tub repair/replacement	_____	_____	_____	_____	_____
Sink repair/replacement	_____	_____	_____	_____	_____
Toilet repair/replacement	_____	_____	_____	_____	_____
Disposal repair/replacement	_____	_____	_____	_____	_____
Water heater repair/replacement	_____	_____	_____	_____	_____
Faucet replacement	_____	_____	_____	_____	_____
PVC pipe replacement	_____	_____	_____	_____	_____
Copper pipe replacement	_____	_____	_____	_____	_____
Threaded pipe replacement	_____	_____	_____	_____	_____
Plumbing repairs	_____	_____	_____	_____	_____
Drain stoppages cleaning	_____	_____	_____	_____	_____
Hardwire smoke alarms	_____	_____	_____	_____	_____
Oven/stove repair/replacement	_____	_____	_____	_____	_____
Trim out doors	_____	_____	_____	_____	_____
Base board installation	_____	_____	_____	_____	_____
Bondo repair work	_____	_____	_____	_____	_____
Furnace vent repairs	_____	_____	_____	_____	_____
Electric control repairs	_____	_____	_____	_____	_____
Thermostat repairs/replacement	_____	_____	_____	_____	_____

<u>Skills</u>	<u>Expert</u>	<u>Competent</u>	<u>Some</u>	<u>None</u>	<u>Comments</u>
Outdoor lighting circuits	_____	_____	_____	_____	_____
Carpet repairs	_____	_____	_____	_____	_____
Painting	_____	_____	_____	_____	_____
Door lock repair/replacement	_____	_____	_____	_____	_____
Replacement of keys	_____	_____	_____	_____	_____

Please list any other skills applicable to the position that you are applying for and any tools you have:

Signature

Date