

## Pre-Employment Check List Maintenance Division

### General Pre-requisites:

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

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

### Skill Checklist:

Please rate yourself at performing the following work:

<u>Skills</u>	<u>Expert</u>	<u>Competent</u>	<u>Some</u>	<u>None</u>	<u>Comments</u>
Screen repair/replacement	_____	_____	_____	_____	_____
Window repair/replacement	_____	_____	_____	_____	_____
Cabinets	_____	_____	_____	_____	_____
Doors/door jams	_____	_____	_____	_____	_____
Furniture	_____	_____	_____	_____	_____
Framing	_____	_____	_____	_____	_____
Drywall	_____	_____	_____	_____	_____
Floor re-building	_____	_____	_____	_____	_____

Fence repair	_____	_____	_____	_____	_____
Stucco	_____	_____	_____	_____	_____
Concrete	_____	_____	_____	_____	_____

<u>Skills</u>	<u>Expert</u>	<u>Competent</u>	<u>Some</u>	<u>None</u>	<u>Comments</u>
Stair and deck sealing	_____	_____	_____	_____	_____
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	_____	_____	_____	_____	_____
Air conditioner repairs	_____	_____	_____	_____	_____
Oven/stove repair/replacement	_____	_____	_____	_____	_____
Dishwasher repairs	_____	_____	_____	_____	_____
Refrigerator repairs	_____	_____	_____	_____	_____
Furnace repairs/replacement	_____	_____	_____	_____	_____
Furnace vent repairs	_____	_____	_____	_____	_____
Electric control repairs	_____	_____	_____	_____	_____
Thermostat repairs/replacement	_____	_____	_____	_____	_____
Outdoor lighting circuits	_____	_____	_____	_____	_____
Carpet repairs	_____	_____	_____	_____	_____
Painting	_____	_____	_____	_____	_____
Door lock repair/replacement	_____	_____	_____	_____	_____
Replacement of keys	_____	_____	_____	_____	_____

Please list any other skills (comments):

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Signature

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Date