**SAMPLE**

**SECTION 3 EMPLOYMENT SURVEY**

*Note: Consult the CDBG Program to determine if this form should be translated into another language.*

The (recipient) anticipates receiving federal CDBG funds the U.S. Department of Housing and Urban Development (HUD) to undertake activities to improve the community. As a result of this CDBG award, the (recipient) will be hiring additional staff and/or contractors in the near future to do various types of construction and related work in the community. The City of Sierra Vista, Arizona, and/or these contractors will be employing people with various types and ranges of skills. If you are interested in this type of employment, please complete the form on the reverse side and return it to the address indicated below. This form also asks whether you would be interested in training in any of these occupations and any special work-related needs you may have. You may be notified at a later date as to any further action you must take to be considered for employment, training, or work-related services.

If you have further questions or special accessibility needs, please contact (name) at (phone no.).

Return this form to:

Name:

Address:

Phone No: E-Mail:

Please indicate any services you would need to enable you to accept employment or participate in job training:

🖵 Child Care 🖵 Transportation 🖵 English as a second language 🖵 Other:

Office Skills

🖵 Typing wpm 🖵 Filing 🖵 10 key 🖵 Answering phones 🖵 PC’s

🖵 Other:

Construction Skills

**Experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Category | 0-3 Mo. | 4-6 Mo. | 7 Mo. – 1Yr. | 2+ Yrs. | I would like training in this area |
| Plumbing |  |  |  |  |  |
| Carpentry |  |  |  |  |  |
| Roofing |  |  |  |  |  |
| Painting |  |  |  |  |  |
| Interior |  |  |  |  |  |
| Exterior |  |  |  |  |  |
| Sewer |  |  |  |  |  |
| Landscaping |  |  |  |  |  |
| Sprinklers |  |  |  |  |  |
| Plants |  |  |  |  |  |
| Lawns |  |  |  |  |  |
| Tree Pruning |  |  |  |  |  |
| Tree Cutting |  |  |  |  |  |
| Stump Removal |  |  |  |  |  |
| Dryway |  |  |  |  |  |
| Tile Flooring |  |  |  |  |  |
| Carpet Laying |  |  |  |  |  |
| Insulation |  |  |  |  |  |
| Brick Layer |  |  |  |  |  |
| Electrician |  |  |  |  |  |
| Residential |  |  |  |  |  |
| Commercial |  |  |  |  |  |
| Laborer |  |  |  |  |  |
| Cement Mason |  |  |  |  |  |