



JOB POSTING

Custodial Services Assistant II (CSA II)

The Housing Authority of the City of Bloomington seeks applicants for the position of **Custodial Services Assistant II (CSA II)**. The Maintenance Department is responsible for the upkeep of approximately 600 units of public housing at nine sites in Bloomington. This full-time position is responsible for cleaning, painting, non-skilled maintenance, general labor, and yard work. The person serving in this position will need to show leadership abilities and may be required to be in charge of different small projects. Light plastering and hook-up and disconnecting of stoves shall be added to CSA II responsibilities after being properly trained.

The position requires a high school diploma/GED with vocational training in construction and/or maintenance. One year of experience in building maintenance or related work is preferred. The CSA II may be required to work independently, taking responsibility for various assigned duties. Must be able to maintain effective working relationships with other staff, tenants, and other business contacts. Demonstrated ability to deal effectively with situations requiring tact and diplomacy, yet firmness is essential. A valid Illinois driver's license is required.

The starting hourly probationary rate for the CSA II position is \$19.56/hr. Once the probationary period (minimum of 6 months) is over the hourly rate increases to \$20.56/hr. A comprehensive benefits package including health insurance and employer-funded retirement plan is also offered. Working hours are Monday through Friday from 7:30am to 4:30pm with an hour lunch during the probationary period, then may change to Monday through Friday from 7:00am to 3:00pm with a half hour lunch.

Interested candidates may fill out the job application attached to this posting and e-mail it to kristineg@bloomingtonha.com or drop it off at 104 E. Wood Street, Bloomington, IL 61701 between 8:00 a.m. and 4:30 p.m., Monday through Friday to the attention of Director of Finance. Candidates may also apply through [Indeed.com](https://www.indeed.com).

Candidates are encouraged to apply by October 15, 2021, but applications will continue to be accepted until the position is filled. The Housing Authority of the City of Bloomington is an equal opportunity employer (EOE).



Housing Authority of the City of Bloomington, Illinois
104 E. Wood Street
Bloomington, Illinois 61701

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

LAST NAME	FIRST NAME	MIDDLE INITIAL	
ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER(S)	E-MAIL ADDRESS		
POSITION APPLIED FOR	DATE OF APPLICATION		

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Have you filed an application with us before? _____

If yes, when? _____

Have you been employed with us before? _____

If yes, when? _____

Are you prevented from lawfully becoming employed in the country because of Visa or Immigration Status? _____

Proof of Citizenship or Immigration status will be required upon employment

Do you have a valid driver's license? _____

Driver's License Number and State _____

What date would you be available for work? _____

Are you applying for: ___ Full-Time ___ Part-Time ___ Temporary

Are you currently on "lay-off" status and subject to recall? _____

Are you willing to travel if the job requires it? _____

Have you ever been convicted of anything other than a minor traffic violation? _____

If yes, please explain _____

Conviction will **not necessarily disqualify** an applicant from employment

EDUCATION

	School Name & Location	Years Completed		Diploma/Degree
		From	To	
High School				
Undergraduate College/University				
Graduate/Professional				

List professional, business, trade or civic activities and offices held.

(You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status)

Do you speak, read and/or write any foreign languages? _____

If yes, what languages do you speak and how well. _____

REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.		
NAME	ADDRESS	PHONE NUMBER

Are you physically or otherwise unable to perform the duties of the job for which you are applying? _____

EMPLOYMENT EXPERIENCE

List your present or last job first. Include any job related military service, assignments and volunteer activities. Please fill out all areas completely.

Are you currently employed? _____

May we contact your present employer? _____

Employer		From	To
Address	Telephone Number	Starting Salary	
		Ending Salary	
Job Title	Supervisor	Reason for Leaving	
Briefly describe your job duties.			

Employer		From	To
Address	Telephone Number	Starting Salary	
		Ending Salary	
Job Title	Supervisor	Reason for Leaving	
Briefly describe your job duties.			

Employer		From	To
Address	Telephone Number	Starting Salary	
		Ending Salary	
Job Title	Supervisor	Reason for Leaving	
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Employer		From	To
Address	Telephone Number	Starting Salary	
		Ending Salary	
Job Title	Supervisor	Reason for Leaving	
Briefly describe your job duties.			

Have you ever had any job related training in the U.S. Military? _____

If yes, please describe: _____

If you have served in the Military, please state which branch of the military you were in, your title and date of discharge. _____

Are you still active in any type of Military service? _____

If yes, please describe: _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job related skills and qualifications acquired from employment or other experience.

Indicate machines/duties you are familiar with:

___ Calculator ___ Typing ___ wpm ___ Filing ___ Other

List any computer software you are familiar with: _____

STATEMENT OF APPLICANT

I hereby certify that all answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in dismissal. I also understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ___ Yes ___ No

Interviewed by: _____ Date: _____

Employed ___ Yes ___ No Date of Employment _____

Job Title: _____ Salary _____ Dept. _____

Remarks:
