



## City of Hammond Department of Community Development Section 3 Job Bank Application

This is not an employment application. The City of Hammond Department of Community Development will provide this application to vendors interested in working on federal projects who are required to fulfill local hiring requirements. Vendors will contact you if you meet the qualifications of the job they are seeking to fill.

You will receive a confirmation letter once we have processed your application. Please submit a resume with your application if one is available. Contact Mia Griggs, at 219-853-6358 ext. #2 with any questions about the application.

<b>Contact Information</b> <i>It is critical that you provide this information and keep it updated. Failure to do so will result in your removal from the Job Bank. Employers may contact you via phone or email.</i>			
<b>Name</b>			
<b>Full Address</b>			
<b>Phone</b>		<b>Alternate Phone</b>	
<b>Email</b>			

<b>Employment Goal</b> <i>What kinds of jobs are you interested in receiving referrals for? Please circle all that apply. Please note that these are the kinds of jobs that are typically created by the Section 3 Program.</i>			
<b>Administrative/ Clerical</b>	<b>Construction Laborer</b>	<b>Skilled Trade- Construction</b>	<b>Warehouse</b>
<b>Janitorial Services</b>	<b>Security Services</b>	<b>Building Maintenance (Painting, Plumbing, Electrical)</b>	<b>Landscaping-Grounds Maintenance</b>
<b>Education &amp; License</b>			
	<b>Yes</b>	<b>No</b>	<b>Institution &amp; Program</b>
Did you graduate from High School or receive your GED?			
Have you attended a vocational training?			
Have you attended or graduated from a 2 year or 4 year college or university?			
Other Licenses?			
<b>Skills, Experience</b> <i>If you answer YES to any of the following questions, please provide detailed information describing your experience and work history in that area, including employers and length of time. A resume is recommended for referrals.</i>			

	Yes	No	Institution & Program
Do you have experience in the trades? (Electrical, Plumbing, Carpentry, Roofing)			
Do you have building/housing maintenance experience? (Drywall, painting, mechanical repairs, grounds maintenance)			
Do you have experience in construction or rehab?			
Do you have experience in HVAC?			
Do you have administrative or clerical experience?			
Do you have experience with Microsoft Office programs? ( Word, Excel, Publisher, Outlook)			
Do you have other professional experience?			

I certify that all of the information given above is true and correct. If found to be inaccurate, I understand that I may be disqualified as an applicant and/or a certified Section 3 individual which may be grounds for termination of training, employment, or contracts that resulted from this certification. I understand that I will be required to provide total household income, proof of address, full tax returns and any other documentation in the future.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return this application with resume by mail or in person to:  
Department of Community Development  
Attn: Mia Griggs  
5925 Calumet Avenue Suite #115  
Hammond, IN 46320

You may also fax it to Mia's attention at (219) 853-6538 or email to: Owana J. Miller, Community Development Director at [millero@gohammond.com](mailto:millero@gohammond.com)

<b>For Office Use Only:</b>			
<b>Date Received:</b>			
<b>Incomplete App:</b>			
<b>Orientation Date:</b>		<b>Staff Initials:</b>	