

SECTION 3 JOB ORDER FORM

The following job order form shall be completed by CHA contractors to provide detailed information about the Section 3 job position. CHA's Resident Services Division will use this job order to identify candidates for open job positions. A separate job order must be completed for each position title. This form must be submitted directly to the Procurement Specialist with all of the Compliance Schedules, prior to contract award. If this is submitted after the contract award, please submit this directly to your Contract Compliance Specialist.

Contractor Information

If you are the Prime Contractor on a Section 3 contract only complete the prime contractor information below. If you are a subcontractor on a Section 3 contract you must complete both the prime contractor and subcontractor information below.

Prime Contractor

Company Name:	_____	Contact Person:	_____
Company Address:	_____ _____	Phone #:	_____
		Fax #:	_____
Worksite Address:	_____ (if different than Company Address)	E-Mail:	_____
Contract #	_____	RFP#	_____
IFB#	_____	PO#	_____

Subcontractor

Company Name:	_____	Contact Person:	_____
Company Address:	_____ _____	Phone #:	_____
		Fax #:	_____
Worksite Address:	_____ (if different than Company Address)	E-Mail:	_____

CHA Internal Contact Information

Contract Compliance Specialist:	_____
Contract Compliance Specialists E-Mail:	_____

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Position Information

Position Title: _____ CHA Development (if applicable): _____

Anticipated Position Start Date: _____ Anticipated Position End Date: _____

Will the employee(s) work onsite every day that the company is onsite? If no, please explain below.

Public Transportation Available? Yes No

No. of Openings:

- | | |
|----------------------------|---------------------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 6 |
| <input type="checkbox"/> 2 | <input type="checkbox"/> 7 |
| <input type="checkbox"/> 3 | <input type="checkbox"/> 8 |
| <input type="checkbox"/> 4 | <input type="checkbox"/> 9 |
| <input type="checkbox"/> 5 | <input type="checkbox"/> Other: _____ |

Industry:

- | | |
|--|--|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Basic Office/Clerical | <input type="checkbox"/> Nursing |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Property Management |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Skilled Trades |
| <input type="checkbox"/> Health Care | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Hospitality and Tourism | <input type="checkbox"/> Transportation/Warehousing/Trucking |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Other: _____ |

Job Term:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> < 1 week | <input type="checkbox"/> 3 – 6 months |
| <input type="checkbox"/> 1 – 2 weeks | <input type="checkbox"/> 6 – 12 months |
| <input type="checkbox"/> 3 – 4 weeks | <input type="checkbox"/> > 1 year |
| <input type="checkbox"/> 1 – 2 months | |

Shift:

- Day Shift (e.g., 9:00 AM -5:00 PM) _____
- Second Shift (e.g., 2:00 PM – 10:00 PM) _____
- Third Shift (e.g., 10:00 PM – 6:00 AM)

Schedule:

- Weekdays
- Weekends

Hours per Week:

- 1 - 10
- 11 - 20
- 21 - 30
- 31 - 40
- >40

Minimum Hourly Wage*: _____

OR

Minimum Salary*: _____

**Any job classifications applicable to Davis-Bacon minimum wage requirements will be identified to the Prime Contractor in the final contract and are subject to updates, according to the official lock-in date of the wage decision. These wages are determined by the Department of Labor and are non-negotiable.*

All hires shall receive compensation that meet or exceed the State of Illinois hourly minimum wage.

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Qualifications

Educational Achievement

select one

- Some High School (Grades 9 – 12)
- High School Diploma
- GED
- Some College
- Associate's Degree
- Bachelor's Degree
- Graduate Degree
- No Educational Requirement

If you selected a degree, specify the field of study: _____

General Computer/Technical Skills

select one

- Beginner
- Intermediate
- Advanced
- No Computer Skills Requirement

Physical Demands

select one

- Sedentary (Mostly Sitting; Lifting to 10 lbs.)
- Light (Sitting/Walking/Standing; Lifting to 20 lbs.)
- Medium (Lifting to 50 lbs.)
- Heavy (Lifting to 100 lbs.)
- Very Heavy (Lifting in excess of 100 lbs.)

Certifications/Licenses

check all that apply

- | | |
|--|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Digital/Visual Media |
| <input type="checkbox"/> Air Conditioning & Refrigeration | <input type="checkbox"/> Electrical Line Worker |
| <input type="checkbox"/> Automotive Maintenance | <input type="checkbox"/> Emergency Medical Technician |
| <input type="checkbox"/> Automotive Technology | <input type="checkbox"/> Food Sanitation |
| <input type="checkbox"/> Bricklayer | <input type="checkbox"/> Forklift Operation & Safety |
| <input type="checkbox"/> Business Administration - General | <input type="checkbox"/> Homemaker/Home health Aide |
| <input type="checkbox"/> CAD Technology | <input type="checkbox"/> Medical Billing/Coding |
| <input type="checkbox"/> Certified Medical Assistant | <input type="checkbox"/> Networking Systems & Technologies |
| <input type="checkbox"/> Certified Nurse Assistant | <input type="checkbox"/> Paralegal |
| <input type="checkbox"/> Child Development | <input type="checkbox"/> PERC Card (Security) |
| <input type="checkbox"/> Commercial Driver Training | <input type="checkbox"/> Pharmacy Technician |
| <input type="checkbox"/> Commercial Passenger Driver – Class B | <input type="checkbox"/> Phlebotomy |
| <input type="checkbox"/> Computer Information Systems | <input type="checkbox"/> Plumbing & Fire Protection |
| <input type="checkbox"/> Concrete Masonry | <input type="checkbox"/> Social Work - Generalist |
| <input type="checkbox"/> Construction – Carpentry | <input type="checkbox"/> Truck Driver's License (CDL Class A/B) |
| <input type="checkbox"/> Construction – Materials Technician | <input type="checkbox"/> Web Development |
| <input type="checkbox"/> Construction – Painter | <input type="checkbox"/> Weatherization |
| <input type="checkbox"/> Cosmetology | <input type="checkbox"/> Welder (Combination) |
| <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Culinary Arts | <input type="checkbox"/> No Certifications or Licenses Needed |
| <input type="checkbox"/> Dental Assistant | |

Related Work Experience

select one

- < 1 year
- 1 – 2 years
- > 2 years
- None

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Required Skills

check all that apply

- | | |
|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Lead Abatement |
| <input type="checkbox"/> Air Conditioning & Refrigeration | <input type="checkbox"/> Machine Operation (construction, industrial) |
| <input type="checkbox"/> Asbestos Removal | <input type="checkbox"/> Machine Operation (office – computer, fax, copier) |
| <input type="checkbox"/> Automotive Maintenance/Technology | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Basic Office (data entry, reception, filing) | <input type="checkbox"/> Moving Heavy Boxes/items |
| <input type="checkbox"/> Child Care/Development | <input type="checkbox"/> Plumbing & Fire Protection |
| <input type="checkbox"/> Computer – Information Systems, Technical | <input type="checkbox"/> Retail (sales, cashier) |
| <input type="checkbox"/> Construction – Carpentry | <input type="checkbox"/> Security |
| <input type="checkbox"/> Construction – Demolition | <input type="checkbox"/> Social Services/Social Work |
| <input type="checkbox"/> Construction – Masonry, Bricklaying | <input type="checkbox"/> Truck Driving (CDL Class A/B) |
| <input type="checkbox"/> Construction – Painting | <input type="checkbox"/> Warehouse (forklift operation, packaging) |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Welding |
| <input type="checkbox"/> Digital/Visual Media | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> None |
| <input type="checkbox"/> Equipment Maintenance (construction, industrial) | |
| <input type="checkbox"/> Equipment Maintenance (office – computer, fax, copier) | |
| <input type="checkbox"/> Hazardous Waste Removal | |
| <input type="checkbox"/> Health Care | |
| <input type="checkbox"/> Homemaker/Home Health Aide | |
| <input type="checkbox"/> Hospitality/Food Service/Sanitation | |
| <input type="checkbox"/> Janitorial | |

Membership/Affiliations

Union Card Required?

- Yes
 No

Union Affiliation Required:

check all that apply

- | | |
|---|---|
| <input type="checkbox"/> AFL-CIO | <input type="checkbox"/> Pipe Fitters |
| <input type="checkbox"/> Chicago Plumbers | <input type="checkbox"/> Roofers |
| <input type="checkbox"/> IAM | <input type="checkbox"/> SEIU |
| <input type="checkbox"/> IBEW | <input type="checkbox"/> Sheet Metal Workers |
| <input type="checkbox"/> IUOE | <input type="checkbox"/> Teamsters |
| <input type="checkbox"/> Iron Workers | <input type="checkbox"/> United Food & Commercial Workers International |
| <input type="checkbox"/> Laborers | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Mechanics | <input type="checkbox"/> None |

*By selecting a position that is union affiliated, the vendor is aware that they must be responsible for overseeing any negotiations with the union that involve this Section 3 position.

Required Screenings

Required Screenings

- Drug/Alcohol
 Criminal/Background
 Physical
 Other: _____

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Additional Job Information:

Please attach an internal job description or use the space provided below to outline the roles and responsibilities of the identified position from the previous page. Job descriptions should include the general tasks, functions and everyday duties performed in this position. Include any special requirements or expectations of the individual who fills this position and the reporting supervisor. If applicable, list all equipment that will be provided upon hire and any additional items needed to perform job but not provided.

This form was completed by _____ on _____
(Name) (Date)

Any edits or proposed revisions that need to be made will be communicated through the contact person identified on the first page of this Job Order Form.