

## Applicant Checklist & Guide

We recommend that all applicants review this checklist prior to beginning the application for employment with the Housing Authority of Paducah.

<https://recruiting.pavlocity.com/recruiting/jobs/All/019efd0-433c-4ea0-b0bb-7d4e011c9aaa/Housing-Authority-of-Paducah>

You may request a paper application by calling (270.450.4240).

- **Be Prepared:** Before you start writing, review the application, follow the listed instructions, and gather the information you need. Complete the application in its entirety. Make sure you know the correct names, dates, addresses, etc.
  - Answer all questions completely and correctly.
  - Please ensure your writing is legible and neat.
  - Please hit “SUBMIT FORM” after you have completed the application.
- **Be I-9 Compliant!** (Click [HERE](#) for a “List of acceptable documents”)
  - All U.S. employers must properly complete Form I-9 for each individual they hire for employment in the United States.
  - An employee must attest to his or her employment authorization. The employee must also present his or her employer with acceptable documents evidencing identity and employment authorization.
- **Be able to successfully pass our background check for employment.** We are a Second Chance Employer\*
- **Be able to successfully pass a drugs and alcohol screening** (Non-DOT).
- **Be able to perform the essential/core functions of the position** you are applying for with or without a reasonable accommodation.

\*Our background checks are conducted to help evaluate and identify individuals that are “reliable, trustworthy, of good conduct and character, and align with our mission to provide SAFE and affordable Housing to nearly 2500 residents. Individuals with a history of criminal offense and/or time in prison may be considered for employment depending on the following factors: **Character traits and conduct; Potential conflicts between criminal conduct and the core job duties; Potential conflicts between your employment and interests of residents, staff or other stakeholders, The nature, seriousness, and circumstance of your criminal activity; How long it’s been since your criminal activity and frequency; Rehabilitation or efforts toward rehabilitation.**

**Contact Human Resources**

**HR Generalist/ Executive Assistant**

**270.450.4240 or [tskau@paducahhousing.com](mailto:tskau@paducahhousing.com)**

