

# BRAINERD HRA

## SUPPLEMENTAL APPLICATION FORM

### MAINTENANCE SUPERVISOR

**YOU MUST COMPLETE AND RETURN THIS FORM TO BE CONSIDERED**

NAME: \_\_\_\_\_

Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Feel free to add additional pages if needed to complete your responses.

1. Do you have a Bachelor's degree in construction management or related field with two years' experience or do you have at least six years' experience in relevant education, training and experience?

**YES**      **NO**      Please explain:

2. Have you worked in the construction trade? If so, what type of construction were you involved with and what is your experience?

3. Have you bid out large capital improvement projects? If so, what amount and what improvements? What was your process?

4. What experience do you have writing Contracts and/or Request for Proposals, holding pre-bid meetings, and awarding contracts?

5. Have you done general building and housing maintenance? Give us some examples of what you fixed or maintained.
  
  
  
  
  
  
  
  
  
  
6. Do you have experience working with procurement software? What software packages have you worked with in your prior positions?

*I hereby certify that my answers to the questions on this application are complete and true to the best of my knowledge.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

