



## **PHA Section 3 Job Bank Procedures For PHA Residents and Qualified Section 3 Non-PHA Residents**

Effective August 15, 2014, revised April 30, 2019

### **INTRODUCTION**

PHA provides a “Section 3 Job Bank” for job-seekers who are Section 3 residents<sup>1</sup>, whether PHA residents or not, to connect them with certain job opportunities offered by PHA contractors. The Job Bank is not the only way a contractor might find job applicants and PHA does not control which applicants its contractors eventually interview or hire. However, any applicant who enrolls in PHA’s Job Bank will be referred to all job opportunities listed on the Job Bank, so long as the applicant is qualified and appropriately responds to contractor interview and/or work expectations if hired.

PHA Section 3 Job Bank hiring opportunities are listed on-line at: <http://www.pha.phila.gov/section3jobs>. Once an applicant applies to a job posted on the Job Bank or provides the PHA Section 3 Program with a resume, the applicant will be referred to jobs on the Job Bank for a period of six months.

### **WHO CAN APPLY ON THE JOB BANK**

Any person who qualifies as a Section 3 resident, whether a PHA resident or not (see the attached certification form for requirements), may participate in the Job Bank.

### **HOW TO APPLY FOR A JOB LISTED IN THE PHA SECTION 3 JOB BANK**

To participate in the PHA Job Bank application-forwarding process, applicants must:

- 1) submit a resume; list of trade certifications/union card information; **or** a completed Job Bank application to PHA; and
- 2) complete and submit to PHA the attached Section 3 Residency Self-Certification Form.

If the applicant is interested in a specific job listed on the PHA Section 3 Job Bank website, the job title and ID *must be included* with the submission to PHA in an email, note, cover letter or verbally (unless the information is submitted through the website). Otherwise, PHA will simply review the information submitted and determine whether the applicant’s skills match any available jobs listed on the Job Bank.

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<sup>1</sup> A “Section 3 resident” is: 1) a public housing resident; or 2) a low- or very low-income person residing in the metropolitan area or Non-metropolitan County in which the Section 3 assistance is expended.

Applicants can submit their information in person or by mail, via email, or on-line.

- 1) The address for mailing or drop off is:  
PHA Workforce Center at VAUX BPHS  
Section 3 Job Bank Coordinator  
2400 W. Master Street, 1<sup>st</sup> Floor  
Philadelphia, PA, 19121
- 2) The address for e-mailing is: [Section3@pha.phila.gov](mailto:Section3@pha.phila.gov).
- 3) If applying on-line, the website is <http://www.pha.phila.gov/section3jobs>, and applicants can upload their information or use the resume/skills creation application.
- 4) For certain major construction projects, PHA may provide a marked "PHA Section 3 Job Application Drop Box" for applications at the construction site, in an outside location available to the public. Applicants can call PHA (215-684-4318) to see whether a site has a drop box.

### **PHA PROCESSING OF SUBMISSIONS FOR THE JOB BANK**

Applicants who submit all their information (see "How to Apply for a Job Listed in the PHA Section 3 Job Bank," above) will receive a dated confirmation letter from PHA, either through email or letter, telling them that their information was received. All applications will be reviewed by PHA Section 3 Staff within at least five (5) business days. Then, a letter or email will be sent to the applicant if the applicant's skills matched the job sought and the application has been forwarded on to the hiring vendor. All applications will be kept on file by PHA for at least 6 months for future opportunities. Notice will be sent to applicants through email or letter when the 6 month term is ending. If an applicant would like to be referred for an additional 6 months, the applicant must renew their registration to the Job Bank with the PHA Section 3 Program by contacting the office and providing updated contact information and work history, if any.

### **COMPLIANCE CHECK AND FOLLOW UP**

After the job application information is submitted to the employers, follow up calls will be made on a regular basis by the PHA Section 3 Program to check on the status of the application or on the fulfillment of the job opening.

### **SECTION 3 PROGRAM CONTACT INFORMATION:**

Any questions should be addressed to:

PHA Workforce Center at VAUX BPHS  
Section 3 Job Bank Coordinator  
2400 W. Master Street, 1<sup>st</sup> Floor, Philadelphia, PA, 19121

Phone No.: (215) 684-4318

Email: [Section3@pha.phila.gov](mailto:Section3@pha.phila.gov)

**PHILADELPHIA HOUSING AUTHORITY  
SECTION 3 RESIDENCY SELF-CERTIFICATION FORM (FORM 6)**

**INSTRUCTIONS: PLEASE COMPLETE THIS FORM IF YOU ARE:**

1. A Philadelphia Housing Authority Resident OR ,
2. A low or very-low income person who lives in Philadelphia OR
3. A Section 3 Resident Business Owner who lives in Philadelphia

**All employers must submit this form (to be completed by the Section 3 Resident) with a copy of the Section 3 resident's photo identification to PHA's Section 3 Program.**

1) I, \_\_\_\_\_, (PRINT NAME) am a legal resident of the City of Philadelphia and am either a resident of Philadelphia Housing Authority ("PHA") housing or meet the income eligibility guidelines for a low or very low income person, as set forth on the next page.

2) **I certify that I am a Section 3 Resident because:**

- I am a PHA resident and my Client ID # is: \_\_\_\_\_ **OR**
- I am City of Philadelphia resident and meet the applicable income eligibility requirements for a low or very-low income person

**(The questions below MUST be completed if you ARE NOT a PHA resident)**

- There are a total of \_\_\_\_\_ people living in my household and
- My household income is \$ \_\_\_\_\_/month and  
\$ \_\_\_\_\_/year.

*(If your income is the same every month, multiply by 12 to calculate yearly household income)*

3) My home address and phone number are:

\_\_\_\_\_  
(MUST BE A **STREET** ADDRESS NOT A P.O. BOX #) (APT. NUMBER)

\_\_\_\_\_  
(PHA SITE NAME – IF APPLICABLE)

\_\_\_\_\_  
(CITY) (STATE) (ZIP) (HOME TEL.) (CELL NO.)

4) The last four digits of my social security number are: \_\_\_\_\_

5) My date of birth is (month/day/year): \_\_\_\_\_

**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 attest under penalty of perjury that my total household income annually, based on my total household size as listed above, is at or below the income amount for that specific size household as shown in the attached table at the time of this document is being signed. I understand that proof of this statement may be requested in the future.**

**I certify I am not a Section 3 resident because I do not meet the guidelines stated in this document.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### SECTION 3 HUD INCOME LIMITS (Effective 4/24/19)

All residents of public housing developments of the Philadelphia Housing Authority qualify as Section 3 Residents.\* Additionally, individuals residing in the City of Philadelphia where Section 3 contracted work is being performed, who meet the income limits set forth below, can also qualify for Section 3 resident status.

Eligibility Guideline		
Number in Household	Very Low Income	Low Income
1 individual	\$ 31,550	\$ 50,500
2 individuals	\$ 36,050	\$ 57,700
3 individuals	\$ 40,550	\$ 64,900
4 individuals	\$ 45,050	\$ 72,100
5 individuals	\$ 48,700	\$ 77,900
6 individuals	\$ 52,300	\$ 83,650
7 individuals	\$ 55,900	\$ 89,450
8 individuals	\$ 59,500	\$ 95,200

\* Section 3 is a provision in the Housing and Urban Development Act of 1968 (12 U.S.C. Section 1701u and 24 C.F.R. Section 135). Its purpose is to ensure that economic opportunities, to the greatest extent feasible, are given to low and very low-income persons, particularly to recipients of government housing assistance. Section 3 job opportunities relate to new hiring due to contracts with PHA. Section 3 Residents are PHA residents, or persons who live in the City of Philadelphia who have a household income that is low income or very low income under HUD's income limits.



### JOB APPLICANT INFORMATION FOR PHA JOB BANK

The PHA Section 3 Job Bank is a resource that PHA provides for Section 3 residents, whether PHA residents or not, to connect them with Section 3 job opportunities with PHA vendors. It does not replace a vendor's own hiring process, but allows PHA to process and appropriately forward an applicant's information to PHA-contracted vendors who have Section 3 job opportunities. **PHA does not control which applicants, if any, its vendors may interview or hire.**

- 1) Name: \_\_\_\_\_
- 2) Street Address: \_\_\_\_\_
- 3) Best Contact Phone Number: \_\_\_\_\_
- 4) E-mail address: \_\_\_\_\_

1) If you are a member of any trade unions, please provide the information below:

(Union Name) (Union Card Number)

\_\_\_\_\_

2) If you have any licenses or trade certifications, please provide the information below:

(Certificate or License Name) (Date Received)

\_\_\_\_\_

3) If you have attended College, Trade, and/or Technical School, please provide the degree or certificate obtained, the name of the organization and the year:

Name of organization: \_\_\_\_\_ Degree/Certification \_\_\_\_\_  
Year: \_\_\_\_\_

Name of organization: \_\_\_\_\_ Degree/Certification \_\_\_\_\_  
Year: \_\_\_\_\_

Name of organization: \_\_\_\_\_ Degree/Certification \_\_\_\_\_  
Year: \_\_\_\_\_

4) Do you read and speak English fluently? Yes \_\_\_\_\_ No \_\_\_\_\_

If fluent in any other language(s), what language(s)? \_\_\_\_\_

5) Did you submit a resume in addition to this information form? Yes: \_\_\_\_\_ No: \_\_\_\_\_

6) Do you have a Commercial Driver's License? Yes \_\_\_\_\_ No: \_\_\_\_\_



**Instructions: If you are not submitting a resume, provide the following information:**

Work Experience

Company: \_\_\_\_\_

Job Title: \_\_\_\_\_

Start/End Dates (May be approximate) \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Dates: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Dates: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Dates: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_



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Company: \_\_\_\_\_

Title: \_\_\_\_\_

Dates: \_\_\_\_\_

Duties: \_\_\_\_\_

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**Applicant Skills: Please check all areas for which you have experience AND note approximate years of experience:**

<b><u>Unskilled</u></b>	<b><u>Years of Experience</u></b>
<input type="checkbox"/> Moving Services (Evictions & Relocations)	
<input type="checkbox"/> Grounds keeping & Maintenance	
<input type="checkbox"/> Catering (Preparation & Delivery)	
<input type="checkbox"/> Snow Removal	
<input type="checkbox"/> General Clean-out (Units)	
<input type="checkbox"/> Window Washing	
<input type="checkbox"/> Trash Chute Cleaning – (Power wash & Power Dusk)	
<input type="checkbox"/> Solid Waste Removal - (Collection of Residential, Ground & Building Debris)	
<input type="checkbox"/> Customer Services Representatives	
<input type="checkbox"/> Ground Maintenance	
<input type="checkbox"/> Food & Beverage Serving	
<input type="checkbox"/> Food Preparation & Serving Related	
<input type="checkbox"/> Construction /Residential Cleaning	
<input type="checkbox"/> Unskilled Admin Support (Copies, Courier Services)	

<b><u>Semi Skilled</u></b>	<b><u>Years of Experience</u></b>
<input type="checkbox"/> Pest-Control (General)	
<input type="checkbox"/> Catering-(Dietician/Administrative Staff –Book Keeper)	
<input type="checkbox"/> Landscape	
<input type="checkbox"/> Auto-Maintenance (General Repairs, Oil Change & Preventive Maintenance)	
<input type="checkbox"/> Bed Bug Exterminator	
<input type="checkbox"/> Trash Chute Cleaning -(Manually Cleaning Compactor Units & Apply Bacteria	
<input type="checkbox"/> Reducing Enzymes)	
<input type="checkbox"/> Pot Hole Repair w. Spray Injection (Asphalt Repairs)	





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<b>Semi Skilled (continued)</b>	<b><u>Years of Experience</u></b>
<input type="checkbox"/> Solid Waste Removal – (Disposal & Supervisor Procedures of Residential, Ground & Building Debris).	
<input type="checkbox"/> Office Clerks, General	
<input type="checkbox"/> Secretaries	
<input type="checkbox"/> Receptionists & Information Clerks	
<input type="checkbox"/> Financial Clerks	
<input type="checkbox"/> Information & Record Clerks	
<input type="checkbox"/> Truck Drivers, Light or Delivery Services	
<input type="checkbox"/> Transportation & Material Moving	
<input type="checkbox"/> Cooks, Institution & Cafeteria	
<input type="checkbox"/> Journeyman / Apprentice	
<input type="checkbox"/> Data Entry	
<input type="checkbox"/> Siding	
<input type="checkbox"/> Cabinet Hanging	
<input type="checkbox"/> Window/Door Replacement	
<input type="checkbox"/> Heavy Equipment Operator	
<input type="checkbox"/> Interior & Exterior Framing	
<input type="checkbox"/> Personal Care Aide	
<input type="checkbox"/> Sales	
<input type="checkbox"/> (Apprentice/Trainee) Tree Removal	
<input type="checkbox"/> (Apprentice/Trainee) Tree Pruning	
<input type="checkbox"/> (Apprentice/Trainee) Boiler Repair & Maintenance	
<input type="checkbox"/> (Apprentice/Trainee) HVAC	
<input type="checkbox"/> (Apprentice/Trainee) Plumbing (Interior or Exterior)	
<input type="checkbox"/> (Apprentice/Trainee) Electrical	
<input type="checkbox"/> (Apprentice/Trainee) Elevator Preventive Maintenance & Repair	



<b><u>Semi Skilled (continued)</u></b>	<b><u>Years of Experience</u></b>
<input type="checkbox"/> (Apprentice/Trainee) Environmental Management – (Solar Panel Installers/Roofs, Environmental Infrastructure Repair, Bio Energy, Recycling, Water Conservation, Organic Farming , Horticulture & Wind Analysis)	
<input type="checkbox"/> (Apprentice/Trainee) Metal/Steel Work	
<input type="checkbox"/> (Apprentice/Trainee) Roofing	
<input type="checkbox"/> (Apprentice/Trainee) Welding	
<input type="checkbox"/> (Apprentice/Trainee) Concrete /Asphalt Work	
<input type="checkbox"/> (Apprentice/Trainee) Trim/Carpentry	
<input type="checkbox"/> (Apprentice/Trainee) Surveyor (Boundary Lines, Topography, GPS Equipment & Geographic Information Systems, Data Entry & Sketches)	
<input type="checkbox"/> Painter	
<input type="checkbox"/> Drywall	

<b><u>Skilled</u></b>	<b><u>Years of Experience</u></b>
<input type="checkbox"/> Journey Person) Tree Removal	
<input type="checkbox"/> (Journey Person) Tree Pruning	
<input type="checkbox"/> (Journey Person) Boiler Repair & Maintenance	
<input type="checkbox"/> (Journey Person) HVAC	
<input type="checkbox"/> (Journey Person) Plumbing (Interior or Exterior)	
<input type="checkbox"/> (Journey Person) Electrical	
<input type="checkbox"/> Line Stripping	
<input type="checkbox"/> (Journey Person) Elevator Preventive Maintenance & Repair	
<input type="checkbox"/> Lead Base Paint Wipe	
<input type="checkbox"/> Bookkeeping, Accounting, & Auditing Clerks	
<input type="checkbox"/> Truck Drivers, Heavy & Tractor-Trailer (CDL License)	
<input type="checkbox"/> Automotive Service Technicians & Mechanics	



<b>Skilled (continued)</b>	<b><u>Years of Experience</u></b>
<input type="checkbox"/> Vehicle & Mobile Equipment Mechanics, Installers	
<input type="checkbox"/> (Journey Person) Environmental Management – (Solar Panel Installers/Roofs, Environmental Infrastructure Repair, Bio Energy, Recycling, Water Conservation, Organic Farming , Horticulture & Wind Analysis)	
<input type="checkbox"/> (Journey Person) Metal/Steel Work	
<input type="checkbox"/> (Journey Person) Roofing	
<input type="checkbox"/> (Journey Person) Welding	
<input type="checkbox"/> (Journey Person) Concrete /Asphalt Work	
<input type="checkbox"/> (Journey Person) Trim/Carpentry	
<input type="checkbox"/> Teaching/Training	
<input type="checkbox"/> (Journey Person) Surveyor (Boundary Lines, Topography, GPS Equipment & Geographic Information Systems, Data Entry & Sketches)	

<b><u>Other</u></b>	<b><u>Years of Experience</u></b>
<input type="checkbox"/> Other Office & Administration Support Workers	
<input type="checkbox"/> Other Food Preparation & Serving Related Workers	
<input type="checkbox"/> Other Transportation & Delivery Related Workers	
<input type="checkbox"/> Other Food Preparation & Serving Related Workers	
<input type="checkbox"/> Other Maintenance Related	
<input type="checkbox"/> Other Building Trades Work Related	
<input type="checkbox"/> Other (specify):	



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Please list any specific jobs you are interested in that are currently listed in the Section 3 Job Bank:

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Name (Please write clearly): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_