HACLA

SECTION 3 JOB ORDER FORM

The following job order shall be completed by vendors to request assistance in recruiting Section 3 Workers when they have new hire needs. The form should be submitted to the Section 3 Compliance Administrator (section3@hacla.org) as soon as the contractor is aware of the hiring need. HACLA will use the form to identify and recruit candidates to fill the position. A separate job order must be completed for each position title.

This job order is not a substitude for recruitment efforts by the contractor/subcontractor. You are encouraged to engage in independent outreach efforts, including posting this job opening at the job site and posting at HUD Opportunity Portal. For hiring priorities, refer to your contract, or inquire with the Section 3 Compliance Administrator.

PART I: CONTRACTOR INFORMATION

CONTRACTOR NAME	PROJECT DESCRIPTION	HACLA CONTRACT NUMBER
Point of Contact / Title	**Telephone**	**E mail**
Work /Project Start Date	**Work/Project End Date**	**Notes**

PART II: JOB DETAILS

Job Title	Job Start Date	Job End Date
Job Location	**Pay Rate**	**Required Skills/Experience**
Required Licenses/Certifications	**Work Hours/Days**	**Union Affiliation Required?**

PART III: CONTRACTOR EFFORTS

Are you able to sponsor the Section 3 Worker into a Union program? ☐ YES ☐ NO

Are you able to provide training or refer the Section 3 Worker to a local agency administering training programs? ☐ YES ☐ NO

This form was completed by:

_____ _____ _____

Name Date Signature

Submit the form via email to: section3@hacla.org and Fidelina.Rivas@hacla.org