

Name _____ Position _____ Date _____

APPLICATION FOR AT WILL EMPLOYMENT, EFF 7-1-18



(PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE)

THIS APPLICATION IS **NOT** AN EMPLOYMENT CONTRACT but is merely intended to provide information necessary to evaluate suitability for employment. It is the policy of the Housing Authority to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, genetic information, disability, veteran status, or any other status protected under local, state, or federal law. It is also the policy of the Housing Authority to have the option of conducting pre-employment screening before a job offer is made which may include but not limited to: passing a drug test/criminal background check, good driving record, etc. This application will remain active for 180 days.

PERSONAL INFORMATION

Name Last	First	Middle	Email address:	
Cell/Home Phone			Work Phone	

Please list below your current address and your two other most recent previous addresses within five years:

Current Street	City	State	Zip	Since (Mo/Yr)
Street	City	State	Zip	Since (Mo/Yr)
Street	City	State	Zip	Since (Mo/Yr)

EDUCATION

High School Attended	City, County & State		Did you earn a Diploma?
Undergraduate College Attended	City, State	Areas of Study	Degree/Certificate/Diploma
Graduate School Attended	City, State	Areas of Study	Degree/Certificate/Diploma
Trade, Business or Other School	City, State	Areas of Study	Degree/Certificate/Diploma

EMPLOYMENT INFORMATION

How Did You Learn About Us?

- Advertisement
 Friend/Relative
 Inquiry
 Indeed
 Website
 Other

Position Applied For:	Date You Can Start Work:	Desired Salary: \$
Do You Prefer: <input type="checkbox"/> Full time <input type="checkbox"/> Part time	Can You Work: <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings	
Would you consider Part time without benefits?	<input type="checkbox"/> Yes <input type="checkbox"/> Not Interested	

Please answer all of the following questions. When necessary, note question number and use an extra paper to provide explanations:

- 1) Are you at least 18 years of age and legally eligible for work in the United States? YES NO
 2) Will you work overtime when necessary? YES NO

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3) Have you received a description of the job or been made aware of the essential functions of the job you are applying for: YES NO

4) Do you understand the job requirements and can you perform the essential functions of the job applied for? YES NO (If not, what job functions would be affected?)

5) Do you need any accommodations to perform the job applied for? YES NO

5) Are you on layoff and subject to recall? YES NO

6) Were you previously employed with us? YES NO

7) Do you have any relatives working for us? YES NO If Yes, please list names and relationship.

8) May we contact your present employer? YES NO

EMPLOYMENT HISTORY

Please list below your last three employers beginning with the most recent: PLEASE ADD MORE IF LESS THAN FIVE YEARS

Most Recent Employer	City	State	Zip Code	Phone
Position Held	Dates From/To	Pay Rate Upon Leaving \$	Supervisor	
Duties	Reason for Leaving			

Next Most Recent Employer	City	State	Zip Code	Phone
Position Held	Dates From/To	Pay Rate Upon Leaving \$	Supervisor	
Duties	Reason for Leaving			

Next Most Recent Employer	City	State	Zip Code	Phone
Position Held	Dates From/To	Pay Rate Upon Leaving \$	Supervisor	
Duties	Reason for Leaving			

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MILITARY INFORMATION

Were you in the U.S. Armed Forces <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, what branch?			
Dates of Duty: From	To	Rank at discharge	
List duties in the service including special training			

JOB RELATED SKILLS

Please use this space to list any special skills you may have that relate to the position applied for:

Check boxes indicating kind of work in which you have experience with or job fields you have worked in (check all that apply):

Accounting/Finance IT Payroll/HR Assisted/Public Housing

Rental/Leasing Property

Carpentry Electrical Plumbing Drywall General Maintenance

General HVAC HVAC Certification

Residential Inspection Commercial Inspection Management

Please list any professional licenses, designations, certifications, etc. that may relate to the position applied for. Include date granted, name of organization, and any other relevant information.

- 1.
- 2.
- 3.

Name _____

Position _____

Date _____

APPLICANT'S CERTIFICATION AGREEMENT/ RELEASE OF INFORMATION

1. In making this application for employment, I do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Housing Authority of Florence, whether the said records are of a public, private, or confidential in nature through a background check. I also certify that any person(s) who may furnish such information condemning me shall not be held accountable for giving this information, and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. A photocopy of this statement will be valid as an original thereof, even though the said photocopy authorizes past employers, all references and other persons to answer all questions concerning my ability, character, reputation and previous employment records. I release all such persons from any liability that might result from providing this information.
2. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination of employment regardless of when or how discovered.
3. I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying such information, and I also release the company from all liability that might result from making the investigation.
4. If I am offered and accept a position, I agree to conform to all existing and future Housing Authority rules and regulations and I understand that the Housing Authority reserves the right to change wages, hours, and working conditions as deemed necessary. ***I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.***
5. As a condition of employment, I hereby agree to provide my driving record.
6. I also will provide a criminal background history which may be investigated and authorize the release of the results to the Housing Authority and/or authorize a criminal background check be conducted.
7. As a condition of employment, I hereby agree to submit to a drug screen test; and that my employment is contingent upon passing a substance abuse screening.
8. I also understand that my employment is subject to an initial orientation period and verification that age and citizenship/visa status meet legal requirements.
9. I have read and reviewed the information provided in this application and the above statements. By signing this application for employment I certify that I understand all parts of it and have answered all questions completely and fully.
10. Failure to sign this consent discontinues the employment process

Signature

Date