



# APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status in the state of GA.

**(PLEASE PRINT)**

Position Applied For:			Date of Application:		
			Date You Can Start:		
Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number (s) Home: Cell:			Email Address (not released to 3 <sup>rd</sup> parties)		

**Do you have any relatives who work for the Housing Authority or are a current/past commissioner (board member)?** \_\_\_ Yes \_\_\_ No  
**Federal HUD regulations prohibit housing authorities from hiring applicants with these circumstances.**

If you are under 18 years of age, can you provide required Proof of your eligibility to work? \_\_\_ Yes \_\_\_ No

Have you ever filed an application with us before? \_\_\_ Yes \_\_\_ No

If Yes, give date \_\_\_\_\_

Have you ever been employed with us before? \_\_\_ Yes \_\_\_ No

If Yes, give date \_\_\_\_\_

May we contact your present employer? \_\_\_ Yes \_\_\_ No

Are you legally able to work in the United States? \_\_\_ Yes \_\_\_ No

Are you available to work: \_\_\_ Full Time \_\_\_ Part Time \_\_\_ Temporary

Are you currently on "lay-off" status and subject to recall? \_\_\_ Yes \_\_\_ No

Can you travel if a job requires it? \_\_\_ Yes \_\_\_ No

If job requires it, do you currently have a valid driver's license? \_\_\_ Yes \_\_\_ No

Have you been convicted of a felony within the last 7 years? \_\_\_ Yes \_\_\_ No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please attach an explanation.

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number (s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title:	Supervisor:		
	Reason for Leaving:			
2	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number (s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title:	Supervisor:		
	Reason for Leaving:			
3	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number (s)	Hourly Rate/Salary		
		Starting	To	
	Job Title:	Supervisor:		
	Reason for Leaving:			
4	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number (s)	Hourly Rate/Salary		
		Starting	To	
	Job Title:	Supervisor:		
	Reason for Leaving:			

**If you need additional space, please continue on a separate sheet of paper.**

## List of professional, trade, business or civic activities and offices held.

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*


# Additional Information

## Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.


## Specialized Skills

## Check Skills/Equipment Operated

<input type="checkbox"/> HVAC <input type="checkbox"/> CRT <input type="checkbox"/> PC <input type="checkbox"/> Calculator <input type="checkbox"/> Typewriter	<input type="checkbox"/> Fax <input type="checkbox"/> Lotus 1-2-3 <input type="checkbox"/> PBX System <input type="checkbox"/> WordPerfect	<b>Production/Mobile Machinery (list):</b>   	<b>Other (list):</b>   
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State any additional information you feel may be helpful to use in considering your application.


## References

1.	_____ (_____) _____ (Name) Phone # _____ (Address)
2.	_____ (_____) _____ (Name) Phone # _____ (Address)
3.	_____ (_____) _____ (Name) Phone # _____ (Address)

# Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

**By signing below, you affirm this entire application for employment is accurate, truthful and factual to the best of your knowledge. The Housing Authority reserves the right to withdraw an offer of employment or terminate an employee if any information provided on this application has been provided in a false or untruthful manner. This application does not imply a contract or promise of employment.**

Signature of Applicant:	Date:
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