

HOUSING AUTHORITY OF FREEPORT APPLICATION FOR EMPLOYMENT

(PLEASE PRINT CLEARLY)

TO APPLICANT: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible upgrading. **BE SURE TO FILL THIS OUT COMPLETELY, DO NOT LEAVE ANY BLANK SPACES.**

Date _____

Name _____ Soc. Sec. No. _____
Last First Middle

Permanent Address _____ Telephone No. _____
No. Street City State Zip

Previous Address _____ Telephone No. _____
No. Street City State Zip

Are you available to work Full Time Part Time Are you on a lay-off and subject to recall Yes No

Are you legally eligible for employment in the U.S.A.? _____ State age if under 18 _____

Can you read, write and speak English fluently? _____ Any other languages, other than English _____

What method of transportation will you use to get to work? _____

Position(s) applied for _____ Rate of pay expected \$ _____ per week

Would you work Full Time Part Time Specify days and hours if part time _____

Were you previously employed by us? _____ If yes, when? (Date) _____

Have you applied for employment at this company before? _____ If yes, when? (Date) _____

If your application is considered favorably, on what date will you be available for work? _____

Are there any other experiences, skills or qualifications which you feel would especially fit you for work with our organization _____

Referral Source: Advertisement Friend Relative Walk-In Employment Agency

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed				Did you Graduate? √	List Diploma or Degree
			5	6	7	8		
Elementary			5	6	7	8		
High			1	2	3	4		
College			1	2	3	4		
Other (Specify)			1	2	3	4		

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

(Conviction will not necessarily disqualify applicant from employment.)

If Yes, please explain, _____

PAST EMPLOYMENT

Company _____ Type of Business _____

Address _____
City State Zip Code

Telephone No. () _____

Date of Employment: From: _____ To: _____
Month Day Year Month Day Year

Name of Manager _____ Telephone No. _____

Name of Supervisor _____ Telephone No. _____

Name of Foreman _____ Telephone No. _____

Name of Co-worker _____ Telephone No. _____

Describe the work you did _____

Your job title _____

Beginning Salary: Before taxes \$ _____ per _____

Ending Salary: Before taxes \$ _____ per _____

After taxes \$ _____ per _____

After taxes \$ _____ per _____

How did you get the job? _____

Why did you leave? or Why are you planning to leave? _____

What experience(s) did you gain that you felt were particularly valuable? _____

Least valuable? _____

Most rewarding? _____

Least rewarding? _____

Are you employed by the above company now? Yes No

If so, may we contact all those listed? Yes No

PAST EMPLOYMENT

Company _____ Type of Business _____

Address _____
City State Zip Code

Telephone No. () _____

Date of Employment: From: _____ To: _____
Month Day Year Month Day Year

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Least valuable? _____

Most rewarding? _____

Least rewarding? _____

Are you employed by the above company now? Yes No

If so, may we contact all those listed? Yes No

PERSONAL REFERENCES

(Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number	Years Acquainted

MILITARY RECORD

Were you in the U.S Armed Forces? Yes No If yes, what branch? _____

Dates of duty: From _____ To _____ Rank at discharge _____
Month Date Year Month Date Year

List duties in the service including special training _____

Have you taken any training under the G.I. Bill of Rights? _____ If yes, what training did you take? _____

"PLEASE READ AND SIGN BELOW"

I certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I understand that falsified statements on this application in any detail may result in disqualification from further consideration for hire or in dismissal.

I authorize the Company to make any investigation of my personal history and financial and credit record through any investigative bureaus of the Company's choice. In this connection, I authorize the Company to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of any such investigative report that is made. In consideration of the company's review of this application, I release the Company and all providers of information from any liability as a result of furnishing and receiving this information.

I further agree that, if employed, I will conform my conduct to the Company's rules and regulations and understand that, unless otherwise specifically agreed to in writing, my employment can be terminated with or without cause and with or without notice, at any time at either the Company's or my option. I understand that no personnel recruiter, interviewer or representative of the Company other than its President has any authority to enter into any contract of employment contrary to these terms. I further understand that, if employed, I will conform my conduct to the Company's rules and regulations; however, any employment manuals or handbooks that may be distributed to me during the course of my employment shall not be construed as a contract.

I understand that any offer of employment may be contingent on my submission to, and passing of, a physical examination (including a drug test) at the Company's option and expense. I also understand that as a condition of my continued employment, I may be required to submit to additional examinations from time to time during the course of my employment.

Signature of Applicant

Date