



# Employment Application

## Personal Information

Name (Last, First, MI)

Street address, and Mailing Address, if different

City, State, Zip

Home telephone number

Work telephone number

Cell phone number

E-mail address

Social security number

Driver's license number/state/expiration

Salary Requirements \$

Last Name, First Initial:

## Employment Desired

Position applied for

How did you hear about this position?

Date available for work

Desired hours (full time, part time, etc.)

## Education

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

Today's Date:

List any seminars, classes or other education not listed above which may help qualify you for this position (if you need additional space, please use page 6):

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# Employment Application

## Employment History

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. May we contact your past and present employers?  YES  NO

1.	Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)		Start Date	End Date	Essential job functions of final position
	Address				
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor(s)			4.
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
	What value did you add to this company or its customers?				
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2.	Employer		Start Date	End Date	Essential job functions of final position
	Address				
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor(s)			4.
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
	What value did you add to this company or its customers?				
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# Employment Application

## Employment History

3.	Employer	Start Date	End Date	Essential job functions of final position
	Address			1.
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Fax number	Supervisor(s)		4.
	Job position(s)	E-mail address of supervisor		
	Reason(s) for leaving			
What value did you add to this company or its customers?				
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4.	Employer	Start Date	End Date	Essential job functions of final position
	Address			1.
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Fax number	Supervisor(s)		4.
	Job position(s)	E-mail address of supervisor		
	Reason(s) for leaving			
What value did you add to this company or its customers?				
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# Employment Application

## Additional Information

List any professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status.

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List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:

	Fluent	Good	Fair
Speak			
Read			
Write			

Identify formal job training that relates to this position:

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Identify what skills or certification you possess related to this position:

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If you are hired, what value would you add to our company?

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Describe what you believe are the most unique features of your work history:

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*[PLEASE CONTINUE ON NEXT PAGE]*

# Employment Application

## Additional Information

Have you ever been employed with this company before?  Yes  No  
If Yes, when? .....

Do you have any friends or relatives employed by this company? If Yes, please provide their names and relationship to you:  Yes  No

Are you currently employed?  Yes  No  
May we contact your employer?  Yes  No  
Are you currently on "lay off" status and subject to recall?  Yes  No  
If you are under 18 years of age, can you provide proof of your eligibility to work?  Yes  No  
If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.?  Yes  No

Do you know of any condition (physical or mental) that you have which could affect or interfere with your ability to safely perform the essential job functions?  Yes  No

If you answered yes to the above question, are there any accommodations the company would need to provide so that you can perform safely all those essential functions and duties of the position being applied for? If Yes, please explain  Yes  No

If driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence "(DUI)"  Yes  No  N/A  
Please list any driving violations: \_\_\_\_\_

If hired, do you have a reliable means of transportation to and from work?  Yes  No  
If hired, would you be able to travel or work overtime as needed?  Yes  No

Have you ever been convicted of a felony or misdemeanor?  Yes  No  
If Yes, please explain:  
I understand the information concerning convictions will not necessarily disqualify me from employment

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# Employment Application

## References

List below three persons not related to you who have knowledge of your work performance within the last 5 years.

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted
<b>Name</b>		
Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted
<b>Name</b>		
Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted
<b>Additional Space</b>		
Additional space provided to expand on any points or questions asked previously in this application		

*PLEASE USE ADDITIONAL PAPER IF NECESSARY*

# Employment Application

*Please read each statement closely and initial each acknowledging your understanding*

## **Equal Employment Opportunity Statement**

\_\_\_\_\_ The Guthrie Housing Authority (GHA) is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. GHA desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. GHA will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company.

## **Discrimination and Sexual Harassment Policy Statement**

\_\_\_\_\_ Guthrie Housing Authority does not discriminate on the basis of race, ethnic/national origin, gender, religion, disability, marital or veteran status in any of its practices, policies, or procedures.

In addition, GHA does not tolerate sexual harassment in any form, by any employee. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or action of such conduct by an individual is used as a basis for employment decisions affecting such individuals; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination.

## **Disclosure to Applicants Concerning Drug/Alcohol Testing**

\_\_\_\_\_ If you are offered a position with GHA, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by GHA. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

## **Complete and Accurate Information**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

**At-Will Employment**

\_\_\_\_\_ I understand and agree that if I am employed, my employment will be "at-will", which means that GHA may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, GHA will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superceded and that no promise or representation contrary to the foregoing is binding on GHA unless made in writing and signed by the GHA's Executive Director.

**Testing Authorization**

\_\_\_\_\_ If offered a position with GHA, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by GHA as a condition of employment.

**Investigation Authorization**

\_\_\_\_\_ I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

**Company Obligation**

\_\_\_\_\_ I understand and agree that GHA's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that GHA has agreed to hire me. I understand that GHA is under no obligation to hire me as the result of accepting this completed application.

**Job Description**

\_\_\_\_\_ I have read the Job Description for this position and I understand that this is the position for which I am applying.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY GUTHRIE HOUSING AUTHORITY.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date