For Office Use Only:	
Date Received	Posting Reference (Applying For:)

QUILEUTE HOUSING AUTHORITY

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT PLAINLY)

PERSONAL

Name:_____ Social Security No. _____
Last First Middle

Present Address: _____ Phone No. _____
No. Street City/State Zip Code

Are you legally eligible for employment in the USA? Yes____No____ (If yes, verification required)

Are you of legal age to work? _____

Position(s) applied for: _____

Were you previously employed by Quileute Housing Authority?_____ If yes, when:_____

Date of Availability for Work: _____

List Related Skills/Experience/Qualifications for Posted Position:

_____

_____

_____

RECORD OF EDUCATION

SCHOOL	SCHOOL NAME	COURSE OF STUDY	YEAR COMPLETED	DID YOU GRADUATE?	DIPLOMA/ CERTIFICATE
HIGH SCHOOL				YES NO	
COLLEGE				YES NO	
OTHER				YES NO	
				YES NO	
RELATED TRAINING				YES NO	

LIST BELOW PRESENT & PAST EMPLOYMENT: (MOST RECENT FIRST)

Company Name:	Start Date:	Ending Date:	Entry Salary:	Ending Salary:	Name of Supervisor
					Phone #:
REASON FOR LEAVING:					
DUTIES/RESPONSIBILITIES:					

Company Name:	Start Date:	Ending Date:	Entry Salary:	Ending Salary:	Name of Supervisor
					Phone #:
REASON FOR LEAVING:					
DUTIES/RESPONSIBILITIES:					

Company Name:	Start Date:	Ending Date:	Entry Salary:	Ending Salary:	Name of Supervisor
					Phone #:
REASON FOR LEAVING:					
DUTIES/RESPONSIBILITIES:					

Company Name:	Start Date:	Ending Date:	Entry Salary:	Ending Salary:	Name of Supervisor
					Phone #:
REASON FOR LEAVING:					
DUTIES/RESPONSIBILITIES:					

I hereby give permission to contact the employers listed above concerning my prior work experience:

Signed:_____

If there is a particular employer(s) you do not wish us to contact, please indicate which one(s):

_____

_____

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Telephone Number

MILITARY SERVICE RECORD

Were you in US Armed Forces? Yes_____ No_____ If yes, What Branch?_____
Did you receive any training in the US Armed Forces that is relevant to the position applied for?_____

_____

_____

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than a authorized representative of the Quileute Housing Authority has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by an authorized representative of the Quileute Housing Authority. You are hereby authorized to make any investigation of my personal history.
In making this application for employment I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends or others with whom I am aquainted. this inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that 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.

_____
Signature of Applicant

To Applicant: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY FOLLOWING QUESTIONS. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship and disability. ANSWERING ANY OF THE QUESTIONS CONTAINED IN THE BOX BELOW IS REQUESTED BY THE EMPLOYER.

☐ How long have you lived at present address?_____

☐ Previous address:_____ How long at this address?_____

☐ Are you over the age of eighteen?_____ If no, hire is subject to verification of minimum legal age.

☐ Sex:M__ F___

☐ Are you a citizen of the U.S.A.?_____ ☐ Are you a Armed Forces Veteren?_____

☐ Have you ever been bonded?____ If yes, what job?_____

☐ Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court?_____ If yes, describe in full:_____

☐ If you have a disability of any kind that may limit your ability to perform the job for which you are applying?_____ If yes, please list special facilities needed:

☐ Have you received compensation for injuries?_____ If yes, describe:

☐ List any friends or relatives working with us, other than spouse:_____