



Warren Metropolitan
— HOUSING AUTHORITY —

APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

We consider applicants for all positions with regard to race, color, religion, creed gender, nation origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

PLEASE PRINT

Position(s) Applied For			Date of Application
Last Name	First Name	Middle Name	Social Security Number
Street Address	City/State	Zip Code	Phone Number:
Referral Source <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Walk-in <input type="checkbox"/> Other _____			
If hired, can you provide evidence of legal eligibility to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		Any offer of employment is conditioned upon completing form I-9 and providing the appropriate documents for identity and work authorization.	
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		If you are under 18 years of age, can you provide required Proof of your eligibility to work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, give date _____			
Date you can begin work? _____	What is your desired salary range? \$ _____	Are you available to work: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal	
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Conviction will not necessarily disqualify an applicant from employment</i>			
If Yes, Please explain _____			

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying _____

Computer Skills (Check appropriate boxes. Include years of experience.)

- Microsoft Word _____ Microsoft Outlook _____
 Excel _____ Internet _____
 Power Point _____ Other _____

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree	
Elementary School					
High School					
Undergraduate School					
Graduate Professional					
Other (Specify)					
Name of college or technical school:		City & State	Graduate?	Degree?	Major:
Are you presently enrolled in school?		If yes, give name & address of school and expected degree date:			

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

List any job-related skills or accomplishments, including military service:

References

Provide three references, who are not former employers, who we may contact

Name and Occupation	How do you know them, and for how long?	Phone Number

Employment History

Starting with your most recent employer, provide the following information

May we contact current employers before you are offered a position? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Employer:	Job Title:
Address:	Duties:
City, State, Zip Code	Dates of Employment: From: _____ To: _____
Supervisor:	Hourly pay or salary: Starting pay: _____ Ending pay: _____
Telephone:	Reason for Leaving:
Name of Employer:	Job Title:
Address:	Duties:
City, State, Zip Code	Dates of Employment: From: _____ To: _____
Supervisor:	Hourly pay or salary: Starting pay: _____ Ending pay: _____
Telephone:	Reason for Leaving:
Name of Employer:	Job Title:
Address:	Duties:
City, State, Zip Code	Dates of Employment: From: _____ To: _____
Supervisor:	Hourly pay or salary: Starting pay: _____ Ending pay: _____
Telephone:	Reason for Leaving:

CAREFULLY READ EACH STATEMENT BEFORE SIGNING AT THE BOTTOM

I certify that all of the information provided in this employment application is true and complete to the best of my knowledge, and I authorize investigation of all statements contained in this application, including a criminal background, credit history check, and drug test, as applicable. I understand that any false or incomplete information may disqualify me from further consideration for employment and may result in my immediate discharge if discovered at a later date.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer, past employers, and other organizations to provide information concerning my previous employment and other relevant information that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I have read, understand, and agree to the above statements.

Signature: _____ Date: _____