

Ocilla Housing Authority Employment Application

Applications are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or in the presence of a non-related medical condition or handicap.

NAME				DATE:		
ADDRESS						
PHONE #		DOB		SS#		
Driver's License #		State:		Expires:		
[] Yes [] No Are you a veteran of the U.S. Military?						
[] Yes [] No Have you ever applied here before? If yes, when?						
[] Yes [] No Are you a citizen of the United States of America?						
Position Applied for:						
[] Full-time [] Part-time [] Temporary [] Other						

Employment Experience: Start with your present or last job. Include military assignments and other volunteer activities. Exclude organizational names which indicate race, color, religion, sex, or national origin.

Employer #1:		
Address:		
Phone#:	Supervisor's Name:	
Job Title:		
Reason for leaving:		
Dates of Employment	From:	To:
Salary or Hourly Rate:		

Employer #2:		
Address:		
Phone#:	Supervisor's Name:	
Job Title:		
Reason for leaving:		
Dates of Employment	From:	To:
Salary or Hourly Rate:		

Employer #3:		
Address:		
Phone#:	Supervisor's Name:	
Job Title:		
Reason for leaving:		
Dates of Employment	From:	To:
Salary or Hourly Rate:		

References (Do Not Include Relatives)

Name	Phone #	Yrs. Known
1.		
2.		
3.		

U.S. Military Service

Branch of Service:	
From:	To:
Rank and Type of Service:	
Training and Experience Received:	

Do you have any relatives who are employed by this organization?
[] Yes or [] No If yes, please specify: _____

Days/hours available to work?

No Pref.		Thursday	
Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	

Applicant's Statement

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law: this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the Executive Director. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and interview. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing information.

I certify that all statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Signature: _____ **Date:** _____

EDUCATION

Schools/Colleges Attended	# of Years	Year Grad	Degree

SPECIAL SKILLS/QUALIFICATIONS: Describe any special skills and qualifications you possess for this job.

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given on my application or during my interview may result in termination.

Signature: _____ **Date:** _____

For Personnel Department Use Only

Remarks: _____

Interview Report by: _____

Accurate Credit Bureau Fax (626)398-0642 I wish to order the following: <input type="checkbox"/> Credit Report <input type="checkbox"/> DMV Records <input type="checkbox"/> Reference Verification <input type="checkbox"/> Criminal Records
