Standard Application for Employment

***It is our*** *policy to comply* ***with all applicable state and federal laws prohibiting discrimination in employment based on*** *race,* ***age, color, sex, religion, national origin, disability*** *or* ***other protected classifications.***

**Please carefully read and answer all questions. You will not be considered for employment** if **you fail to completely answer all the questions on this application. You may attach a resume, but all questions must be answered.**

Position applying for

Marshall Housing Authority

"Employer"

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **PERSONAL DATA** | | | | | | | | | |  |
| Name (last, first, middle) | | | | |  | I |  |  | I |  |  |
|  | | | | | | | | | | | |
| Horne Telephone Numb er | | | | | Business Telephone Numb er | | | Cell ula r Telephone Numb er | | | |
| Date you can start work | | | | | Salary Desired | | | Do you have a High School Diploma or GED?  YesD No D | | | |
|  | **POSITION INFORMATION** Check all that you are willing to work | | | | | | | | | |  |
|  | Hours: | Full Time  Part Time | D  D | Days D  Evenin gs D | | Swing D  Graveyard D  Weekends D | | | Status: | Regular □  Temporary D |  |

Are you authorized to work in the U.S. on an unrestricted basis?

Yes □ No □

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employme nt.) If yes, explain: | | | | | Yes | □ | No | □ |  |
| Have you been told the essential functions of the job or have you been viewed a copy of the job description listin g the essentia l functions of the job? Yes D No D  Can you perform these essential functions of the job with or without reasonable accommodation? Yes □ No □ | | | | | | | | | | |
|  | **QUALIFICATIONS** Please list any education or training you feel relates to the position appli ed for that would help you perform the work, s uch as schools, coll eges, degrees, vocational or technical programs, and military training. | | | | | | | | |  |
|  | | School Name | | Degree | Address/City/State | | | | | |
| School | |  | |  |  | | | | | |
| School | |  | |  |  | | | | | |
| Other | |  | |  |  | | | | | |
|  | **SPECIAL SKILLS** List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc. | | | | | | | | |  |
|  | | | | | | | | | | |
|  | **REFERENCES** Please list three professional references not related to you, with full name, address, phone numb er, and relationship. If you don't have three professional references, then list personal, unrelated references. | | | | | | | | |  |
| Name | | | Address /City/State | | | Phone | | Relationship | | |
|  | | |  | | |  | |  | | |
|  | | |  | | |  | |  | | |
|  | | |  | | |  | |  | | |

I Reason for Leaving

|  |  |  |
| --- | --- | --- |
| **WORK HISTORY** Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS) | | |
| **Job Title #1** | Start Date (mo/day/yr) | End Date (mo/day /yr) |
| Company Name | Supervisor's Name | Phone Number |
| City | State | Zip |
| Duties:  I l I | | |

# May we contact your present employer?

# Yes D

Starting Sa ary

**No** 0

***NIA***□

Ending Salary

I Reason for Leavin g

|  |  |  |
| --- | --- | --- |
| **Job Title #2** | Start Date (mo/day/yr) | End Date (mo/day /yr) |
| Company Name | Supervisor's Name | Phone Numb er |
| City | State | Zip |
| Duties:  Reason for Leaving I Starting Salary I Ending Salary | | |
|  | | |
| I | | |
| **Job Title #3** | Start Date (m o/day/yr) | End Date (m o/day/yr) |
| Company Name | Supervisor's Name | Phone Number |
| City | State | Zip |
| Duties:  Reason for Leaving I Starting Salary I Ending Salary | | |
|  | | |
| I | | |
| **Job Title #4** | Start Date (mo/day/yr) | End Date (mo/day /yr) |
| Company Name | Supervisor's Name | Phone Number |
| City | State | Zip |
| Duties:  I I | | |

Starting Salary

Endin g Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best ofmy knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any lia bili ty. The employer may contact any listed references on this applic ation .

l acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any tim e, just as the employer may terminate the employment relationship with any employee at any tim e, with or without cause, with or without notice to the other party.

Applicant Signature Date

