

Application for Employment With:

Housing Opportunities (360)423-0140 or hr@hoswwa.org

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a Housing Opportunities representative at 360-423-0140, Ext. 20.

Position(s) applied for: _____ Date of application: _____

Name: _____

LAST FIRST MIDDLE INT.

Address: _____

STREET CITY STATE ZIP CODE

Telephone #: () Cell/Pager/Other Phone#: () Email Address: _____

Have you ever been employed here before? If yes, give dates and positions: Yes No

Are you legally eligible for employment in this country? Yes No

Date available for work..... What is your desired salary range? \$ _____

Type of employment desired Full-time Part-time Temporary/Seasonal

Are you able to meet the attendance requirements of the position?..... Yes No

If driving is an essential job function, do you have a driver's license?: Yes No

Employment History

Provide the following information from your past four (4) employers, assignments or volunteer activities, starting with the most recent.

From	To	Employer	Telephone #
Starting Job Title/Final Job Title		Address	
Immediate Supervisor & Title		Summarize the Nature of Work Performed And Job Responsibilities	
May We Contact For Reference? __YES __NO __LATER			
Reason For Leaving			

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Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

Educational Background

NAME AND LOCATION	# OF YRS COMPLETED	DID YOU GRADUATE?	MAJOR/DEGREE?	COURSE OF STUDY
High School				
Other				
Other				
Other				
Other				

Applicant Statement

I hereby certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct. I further understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for this or another position, it will be necessary for me to reapply and fill out a new application unless the employer instructs me otherwise.

If I am hired, I understand that the employer is an at-will employer meaning I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's Executive Director.

I also understand that if I am offered employment, I will be required to provide proof of identity and legal authority to work in the United States and that I will need to pass a background check and drug test prior to my starting work. Further, I understand that the background investigation will result in the preparation of an investigative consumer report, which would include information as to my character, general reputation, personal characteristics, and mode of living. Applicants may submit a written request to Longview Housing Authority for a complete and accurate disclosure of the nature and scope of the requested investigation. If any adverse actions in employment are taken based on the information contained in this report, I understand I can request a copy of said report at no charge.

I HEREBY REPRESENT AND WARRANT that I have read and fully understand the foregoing Applicant's Statement and seek employment under these conditions of my own free will and that I accept all terms of the foregoing Statement.

Date

Applicant's Signature