

**MANHATTAN HOUSING AUTHORITY
APPLICATION FOR EMPLOYMENT**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. This organization is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job-related experience and other qualifications will be considered without discrimination on grounds of race, sex, disability, religion, age, color, national origin or ancestry, or other factors which cannot be lawfully used as a basis for an employment decision. All other information provided in this application will be treated confidentially, and will be used only to help assure the best use of your abilities if you are employed with us.

Read the following instructions carefully before completing this application for employment. All requested information must be furnished. Fill in all spaces accurately and completely. If an item does not apply to you or if there is no information to be given, write in the letters "N/A" for Not Applicable. All information contained on the application is subject to verification. Any omissions or erroneous statements may be cause for rejection of this application, removal from eligibility, or discharge from Housing Authority employment.

PERSONAL DATA

(PRINT or TYPE) DATE _____

LEGAL NAME _____ SS# _____

ADDRESS _____
Street/PO Box City State Zipcode

HOME PHONE _____ MESSAGE PHONE _____

Are you over the age of 18? Yes No If no, please state your age _____
(The Kansas Act Against Discrimination, K.S.A. 44-1111 et seq, prohibits discrimination on the basis of age with respect to individuals who are 18 years of age or older.)

If employed, can you provide proof of U.S. citizenship, immigration, or visa status which permits you to be employed in the U.S.? Yes No

Have you been convicted a felony? (Include military convictions) – Yes No

If yes, please explain where, when and reason: _____

Do you have:

A. A valid Driver's License? Yes No Class _____ License # _____

B. A valid Kansas Driver's License? Yes No Class _____ License # _____

NOTE: If a driver's license is required for the position, a motor vehicle operation history inquiry will be made by the Housing Authority. A poor-driving record may disqualify an applicant from consideration for the position. By signing this application, you specifically authorize the Housing Authority to make an inquiry of your driving record.

EMPLOYMENT INFORMATION

Position(s) applied for: _____

Date available for work: _____

Are you available to work: Full-time Part-time Temporary Shift

Are you on lay-off status and subject to recall? Yes No

Have you ever been employed by the Housing Authority? Yes No

If yes, in which position? _____

Dates: From _____ To _____

Do you have any relatives working for the Housing Authority? Yes No

If yes, indicate: Position _____ Relationship _____

EDUCATION/TRAINING

Circle the highest grade level completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16+
High School Diploma or G.E.D.? Yes No

Give the following information about the schools you have attended:

SCHOOL	NAME & LOCATION	DEGREE	COURSE OF STUDY/MAJOR
High School	_____	_____	_____

College/ University	_____	_____	_____

Graduate School	_____	_____	_____

Business/ Trade School	_____	_____	_____

Other	_____	_____	_____

List or describe any school courses, specialized training, or apprenticeship programs that relate to the position or which you are applying: _____

Licenses, trade or professional registrations, honors, awards, fellowships: _____

List any clubs or organizations that contribute to your qualifications for the position you are applying for, as well as dates of membership and offices held: _____

EMPLOYMENT HISTORY

Beginning with your present job (or immediate past job if unemployed) give the following information:

A. Company _____ Position _____
Address _____ Phone (____) _____
Dates: From _____ To _____ Salary \$ _____ per _____
Supervisor's name and title _____
Specific duties _____

Reason for Leaving _____

B. Company _____ Position _____
Address _____ Phone (____) _____
Dates: From _____ To _____ Salary \$ _____ per _____
Supervisor's name and title _____
Specific duties _____

Reason for Leaving _____

C. Company _____ Position _____
Address _____ Phone (____) _____
Dates: From _____ To _____ Salary \$ _____ per _____
Supervisor's name and title _____
Specific duties _____

Reason for Leaving _____

D. Company _____ Position _____
Address _____ Phone (____) _____
Dates: From _____ To _____ Salary \$ _____ per _____
Supervisor's name and title _____
Specific duties _____

Reason for Leaving _____

Check one:

- The Housing Authority has my permission to contact any of my present or past employers.
- The Housing Authority may contact any employer except: _____
My reason for this is: _____

List or describe any work activities not stated above that are related to the position you are applying for: _____

Have you ever supervised a group of employees? Yes No If yes, indicate in which job, the number of employees and the extent of your responsibility: _____

MILITARY SERVICE

Have you served in the U.S. Armed Forces? Yes No Dates: From _____ To _____

Branch of service: _____

Special training: _____

Specific duties: _____

SKILL INVENTORY

Indicate if you can:

- A. Type WPM _____ C. Do Word Processing E. Data Entry
B. Transcribe from a Dictaphone D. Do bookkeeping/accounting

List any tools, machines or equipment you can operate: _____

List any other skills you have including professional licenses: _____

The space below can be used to give any additional information you believe is necessary.

READ THIS APPLICATION AND YOUR ANSWERS CAREFULLY BEFORE SIGNING BELOW.
I hereby certify that all the statements contained here are true to the best of my knowledge and I understand that omissions or misstatements may be used for rejection of the is application, removal of my name from eligibility list, or discharge from Housing Authority service. It is my responsibility to keep the Division of Personnel advised about my changes of address, etc.
Signature _____ Date _____