

HARRISBURG HOUSING AUTHORITY EMPLOYMENT APPLICATION

- **Read carefully and follow Instructions**
- **Please Print all information requested except your signature.**

Position applying for:	Position Number	Requisition Number
Check all that you may be interested in: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		

How did you learn about this opening? _____

General Information (N/A if not available)

First Name		Middle Initial	Last Name	
Mailing Address		City	State	Zip Code
Work Phone:		Home Phone:		Cell Phone:
Driver's License #	State	Expiration Date	<input type="checkbox"/> Operators (Private Vehicle) <input type="checkbox"/> CDL	License Class _____ Endorsement _____
Email Address:				

Employment History (Provide additional details on separate sheet)

Employer Name & Address		Phone Number	Supervisor's Name
Job Title		Date of Employment From: To:	
Duties:			Reason for Leaving
Employer Name & Address		Phone Number	Supervisor's Name
Job Title		Date of Employment From: To:	
Duties:			Reason for Leaving
Employer Name & Address		Phone Number	Supervisor's Name
Job Title		Date of Employment From: To:	
Duties:			Reason for Leaving

EDUCATION and/or TRAINING:

	Name of School	Location	Years Completed	Major & Degree
High School				
College				
Bus. or Trade School				
Professional School				

SKILLS & QUALIFICATIONS (Check all that apply):

<input type="checkbox"/> Carpentry	<input type="checkbox"/> Floor Covering	<input type="checkbox"/> Aerial Lift	<input type="checkbox"/> OSHA	Languages: _____
<input type="checkbox"/> Concrete	<input type="checkbox"/> HVAC	<input type="checkbox"/> Blueprint Reading	<input type="checkbox"/> Power Activated Tools	
<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Forklift	<input type="checkbox"/> Computers	

Please list any additional licenses professional degrees that you consider important for the job to which you have applied:

Have you ever been convicted of a crime? ☐ Yes ☐ No
If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

Have you ever been an employee of the Harrisburg Housing Authority? ☐ Yes ☐ No
If yes, please provide your employee ID, if known, and your former name(s) if your name has changed. _____

Do you have any relatives or friends working for the Harrisburg Housing Authority? ☐ Yes ☐ No
If so, please complete the following: (Continue listing on a separate page if necessary). _____

Do you have any physical defects or disabilities? If yes, give details on reverse side. ☐ Yes ☐ No

If hired, are you authorized to work in the United States? ☐ Yes ☐ No
For non-citizens, a copy of your authorization to work* issued by the U.S. Immigration and Naturalization Service must be submitted prior to appointment.

MILITARY SERVICE

Are you a Veteran? _____ Member of National Guard or Reserve? _____ If yes, give details on reverse side.
Duty/Specialized Training: _____

I certify that all information contained in this application and any attachments is true and complete to the best of my knowledge. I understand that any willful misrepresentation, false statement, or omission by me in the application or interview process will be cause for rejection of my application or termination of my employment.

I authorize investigation of all statements made on this application and any attachments, and I release all persons, companies, and organizations from liability for providing or receiving such information. I further understand that this employment application and other employment related documents are not contracts of employment; and, that any oral or written statements to the contrary are hereby expressly disavowed.

Applicant's Signature

Date

The Harrisburg Housing Authority is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability.

***IMMIGRATION REFORM AND CONTROL ACT REQUIREMENT**

In compliance with the Immigration Reform and Control Act of 1986, you are required to provide approved documentation that verifies your right to work in the United States prior to your employment with The Harrisburg Housing Authority. Please be prepared to provide us with the following documentation in the event you are offered and accept employment with the Authority.

Any one of the following: (These establish both identity and employment authorization.)

1. U.S. Passport
2. Certificate of U.S. Citizenship (issued by USCIS).
3. Certificate of Naturalization (issued by USCIS).
4. Resident alien card or other alien unexpired endorsement card, with photo or other approved identifying information which evidences employment authorization.
5. Unexpired foreign passport with unexpired endorsement authorizing employment.

Or one each from List A and List B: (These establish employment authorization).

List A

1. Social Security Card
2. Birth Certificate or other documentation that establishes U.S. nationality or birth.
3. Other approved documentation.

List B

1. Driver's license or similar government identification card with photo or other approved identifying information.
2. Other approved documentation of identity for applicants under age 16 or in a state that does not issue an I.D. card (other than a driver's license).