

Application for Employment

The Brunswick Housing Authority

Position Applying For: _____ Date: _____ 20____

Last Name	First Name	Middle Name	Social Security Number
Address		Telephone Number	
City	State	Zip	

Employment History – Begin with current or last employment. Include military service assignment. If you include volunteer activities, you may exclude organizations that indicate race, color, religion, national origin, disability or other protected status.

1. _____

Employer	From	To	Duties or Responsibilities
Address	City	State	Zip
Hourly/Salary: _____			
Start/Final Salary: _____			
Job Title	Supervisor		Phone Number
Reason for Leaving			

2. _____

Employer	From	To	Duties or Responsibilities
Address	City	State	Zip
Hourly/Salary: _____			
Start/Final Salary: _____			
Job Title	Supervisor		Phone Number

Reason for Leaving

3.

Employer	From	To	Duties or Responsibilities
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Address	City	State	Zip
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Hourly/Salary: _____

Start/Final Salary: _____

Job Title	Supervisor	Phone Number
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Reason for Leaving

4.

Employer	From	To	Duties or Responsibilities
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Address	City	State	Zip
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Hourly/Salary: _____

Start/Final Salary: _____

Job Title	Supervisor	Phone Number
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Reason for Leaving

If you need additional space, please use a separate sheet of paper.

Highest Education Level Completed: _____

School	Location	Diploma/Degree	Major
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High School

Trade/Professional School

College/University

Specialized Training, Apprenticeship, Extracurricular Activities, Certifications, Honors, Awards

Special Job-Related Skills and Qualification from Employment and Other Experience

Foreign Languages	Fluent	Good	Fair
Speak	_____	_____	_____
Read	_____	_____	_____
Write	_____	_____	_____

Professional, Trade, Business or Civic Organizations/Offices

You may exclude organizations that indicate race, color, religion, national origin or other protected status

Military Service

Branch of Service	Reserve/Guard	Service Dates	Type of Discharge
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Job-Related Training

Personal

Yes ___ No ___ Have you ever applied to us before? If yes, when? _____

Yes ___ No ___ Have you ever been employed with us before? If yes, when?

Yes ___ No ___ Do you have a relative or a friend employed with us? If yes, Who?

Yes ___ No ___ May we contact your present employer? _____

Yes ___ No ___ Have you ever been convicted of a crime, other than a traffic violation?
Conviction will not necessarily disqualify you from employment. If yes, please explain.

Yes ___ No ___ If applying for a position that requires driving, do you have an appropriate and valid license?

Yes ___ No ___ If applying for a position that requires driving, have you ever been ticketed for a moving violation including Driving Under the Influence?

Yes ___ No ___ Are you a citizen of the United States?

Yes ___ No ___ If no, does your immigration status permit you to work? Proof must be provided: Visa or Lawful Permanent Resident Card

Yes ___ No ___ Are you currently on "Layoff" status or subject to recall?

On what date will you be available for work? _____

Availability

Full Time _____ Part Time _____ Temporary _____

Yes ___ No ___ If required, are you available for travel?

References other than Previous Employers of Relatives

Providing this information means that you give the Brunswick Housing Authority permission to contact the references listed.

1. _____
Name Address Telephone Number
2. _____
Name Address Telephone Number
3. _____
Name Address Telephone Number
4. _____
Name Address Telephone Number

Applicant's Acknowledgement

Acknowledgement of Rights and Duties

The applicant understands that neither this document nor any offer of employment from this employer constitutes an employment contract unless a specific document is executed in writing by the employer and the employee. If the applicant is employed by the Brunswick Housing Authority, the employment will be at will. That is, the employee may be terminated at will and the employee may terminate his/her employment at will.

I certify that answers given in the application, including those regarding training and experience are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision.

In the event I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I also understand that if employed, I am required to abide by all rules and regulation of the Brunswick Housing Authority.

Applicant's Signature

Consent to Obtain Motor Vehicle Report

In connection with my application for employment I hereby authorize and consent to allow the Brunswick Housing authority to obtain my driving record for the last seven (7) years from or through the Department of Public Safety Georgia State Patrol

This _____ day of _____, 20__

Applicant's Signature

Witness

Consent to Drug Testing

In connection with my application for employment I hereby authorize and consent to allow drug testing to be performed prior to my employment according to procedures and protocols approved by the Brunswick Housing Authority

Applicant's Signature

Witness

Consent to Fingerprinting and Record Check

The position for which your applying or to which you may be assigned may involve entering apartments occupied by residents of the Brunswick Housing Authority or others. Safety of residents being a primary concern of the Brunswick Housing Authority. It is required that you authorize the Brunswick Housing Authority to examine your record by consenting to being fingerprinted at the City of Brunswick Police Department for the purpose of obtaining F.B.I. report for Brunswick Housing Authority review

Applicant's Signature

Witness

For Housing Authority Use Only

Interview Arranged: Yes ___ No ___ Date/Time: _____

Comments:

Employed: Yes ___ No ___ Start Date: _____

Department: _____ Title: _____

Hourly/Salary: \$ _____