



APPLICATION FOR EMPLOYMENT

PLEASE READ THIS APPLICATION THOROUGHLY AND COMPLETE IT HONESTLY. ZANESVILLE METROPOLITAN HOUSING AUTHORITY PERFORMS A DETAILED BACKGROUND INVESTIGATION ON ALL QUALIFIED CANDIDATES.

IMPORTANT NOTICE: If you need assistance in completing this application, please contact our Administrative Office. **Zanesville Metropolitan Housing Authority is an equal opportunity employer and will not discriminate against any employee or applicant for employment in any manner prohibited by law. If you feel you have been unfairly treated or discriminated against for any reason, please call this to the attention of the Executive Director so that your concerns may be addressed.**

This job is a Section 3 eligible job opportunity. We encourage applications from individuals that are low income and/or live in Public Housing and/or receive a Section 8 voucher.

PERSONAL INFORMATION

1. Applicant's Full Name _____ Date: _____

List any other names you have used or currently use. (nicknames, stage names, married names)
Please request additional pages as necessary.

Name _____ Type, i.e. nickname, stage name, maiden, etc. _____

Name _____ Type, i.e. nickname, stage name, maiden, etc. _____

2. Position applied for _____

Type of employment desired: Full Time Part-Time Temporary

3. Street Address _____

City/State/Zip Code _____

4. Home Telephone Number _____ Alternate Phone _____

May we contact you at work? Yes No. If yes, please provide your work phone number.
_____.

When is the best time to contact you at work? _____ at home? _____

BACKGROUND DATA

6. Have you ever been convicted of a crime, had adjudication of a crime withheld, or pled nolo contendere to a crime? Yes* No. If yes, please state the circumstances with regard to each. (Please ask for additional paper if you need more space.)

7. Have you been arrested for any crime which has not yet been adjudicated? ___ Yes* ___ No. If yes, please state the circumstances and current status of each arrest. (Please ask for additional paper if you need more space.)

***NOTE:** Answering “Yes” to any of these questions may not necessarily disqualify you from the position desired. Each action and explanation will be weighed/considered in relationship to the position for which you are applying.

EMPLOYMENT HISTORY

9. Please list, beginning with your most recent employment, any and all prior work experience which you have had during the past 10 years. Be sure to account for any periods of unemployment. Please request additional pages as necessary.

Employer _____ Phone # _____ Emp. From _____ To _____
Address _____ Direct Supervisor _____ Ending Wage _____
Position Held _____ Reason for Leaving _____
Duties/Responsibilities _____

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Address _____ Direct Supervisor _____ Ending Wage _____
Position Held _____ Reason for Leaving _____
Duties/Responsibilities _____

OTHER QUALIFICATIONS, SKILLS AND ABILITIES

- 10. Have you ever applied for employment with or been employed by Zanesville Metropolitan Housing Authority? ___Yes ___No. If so, please indicate all positions held, dates of employment, and reason(s) for leaving.

- 11. Have you ever applied for employment with or been employed by ANY other Ohio public housing authority? ___Yes ___No If so, please indicate all positions held, dates of employment, and reason(s) for leaving.

- 12. Please list any relatives currently or previously employed by Zanesville Metropolitan Housing Authority. _____
- 13. U.S. Military Service – list branch, rank attained, dates and nature of discharge¹ _____

- 14. If employed by us, will you continue to receive other compensation of any kind from any other employer or entity for services to be concurrently performed on behalf of that employer or entity? ___Yes ___No
- 15. Please describe any other experience, abilities, skills or credentials which you feel add to your qualifications:

ADDITIONAL INFORMATION

- 16. State the number of times you were absent from work for reasons unrelated to a disability, during the last 24 months? ____During the last 12 months? ____
- 17. State the number of times you were late arriving to work for reasons unrelated to a disability, during the last 24 months? ____During the last 12 months? ____
- 18. How many times were you disciplined at work during the last 24 months? ____During the last 12 months? ____Please indicate reason(s) for disciplinary action. (Please request additional paper if you need more space to answer this question.)

¹ Dishonorable discharge from the Armed Forces will not necessarily be a bar to employment. Factors such as age at the time of the discharge, type of conduct, and time and rehabilitation since discharge will be taken into account in determining suitability for employment.

19. Please explain why you want to work at Zanesville Metropolitan Housing Authority and any other information you feel should be considered in connection with your employment application (please ask for additional paper if needed):

I authorize Zanesville Metropolitan Housing Authority to contact my prior employers/references regarding my employment history, character, general reputation, and personal characteristics. I hereby authorize and direct each such employer/reference to answer any and all questions regarding my prior employment and background. I hereby hold harmless and agree to indemnify Zanesville Metropolitan Housing Authority as well as any sources of information which may be contacted for relevant information, from any and all liability for any damage that may result from the investigation, use or disclosure of such information. _____ (Initial)

Employment is conditioned on the successful completion of the screening process. By signing this application, I represent that the information provided in this form is given voluntarily, may be used in filing reports required by state and federal governments and agencies, may be disclosed to others, and used for any other purpose not prohibited by law. I acknowledge that Zanesville Metropolitan Housing Authority requires all individuals who successfully complete the initial interview process to submit to drug and/or alcohol screening, and that all employees are subject to drug and alcohol testing during the course of their employment. The result of such screening/testing will be initially disclosed to decision makers for Zanesville Metropolitan Housing Authority and may be the basis for disqualifying any candidate for employment and for termination during employment. _____ (Initial)

I UNDERSTAND further that any misstatements or omissions in this application may result in a decision not to hire me, or to discharge me if discovered after being hired. _____ (Initial)

I AGREE that if hired I have, the right to terminate my employment at any time, with or without cause, and with or without notice. Similarly, Zanesville Metropolitan Housing Authority may terminate my employment at any time with or without cause or notice. _____ (Initial)

NOTE: All applicants will be required to furnish proof of identity and legal work authorization to be considered for employment.

I HEREBY REPRESENT AND WARRANT that I have read and fully understand the foregoing and seek employment under these conditions of my own free will and in accordance with my own judgment.

Date

Applicant's Signature