

Name _____
Last First Middle

Address _____
Number and Street Home Phone

_____ City and State Zip Code Cell Phone

EMPLOYMENT APPLICATION

HOUSING AUTHORITY

of the

COUNTY OF TULARE

5140 West Cypress Street

Post Office Box 791

Visalia, California 93279

Telephone (559) 627-3700

EMPLOYMENT AND EDUCATION SUMMARY

7. **Experience** - How much experience do you have of the kind required for this job? _____
Years Months Show years/months from your **totals** on reverse side of this form, lower left.

8. **Education** - All applicants fill-in this section.

Grade or High School: Check one box.

- Graduated from High School
- Did not graduate but have _____ yrs. of school
- Did not graduate but passed a GED (General Education Development) test

Name of High School Location

Colleges - Schools after High School. Check box(es).

- Have two-year college degree
- Have four-year college degree
- Have Master's degree or Ph.D.
- Do not have degree but _____ yrs. college

Give complete info for each college or school after high school.

Name	Major	Did You Graduate?	Total Units

9. Driver's License No. _____ Issuing State _____
 Date Expires _____

Possession of a valid California Drivers License may be required for employment.

10. **Office Skills**

Typing wpm _____ Computer/Word Processor _____
 Shorthand wpm _____ Other _____
 10-Key _____

Position Applying for _____
(Show exact title - Separate application required for each position)

Will you accept temporary employment? Yes No

1. Do you speak, read or write a foreign language? Yes No

language	speak	read	write
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Do you currently hold an elective or appointive office-Federal, state or local? Yes No
 If YES, give details on reverse side, Item No. 13.

3. Are you able to perform the essential functions of this job, with or without accommodation? Yes No

4. Were you ever discharged from any employment or forced to resign? Yes No
 If YES, give details on reverse side, Item No. 13.

5. A. Are you NOW or have you EVER BEEN employed by the Housing Authority? Yes No
 If YES, give details on reverse side, Item No. 11 or 13.

B. If YES, are you PRESENTLY employed by the Housing Authority in a REGULAR position? Yes No

6. Are you related by blood or marriage to any person presently employed by the Housing Authority? Yes No
 If YES, give name, relationship and department in which employed on reverse side, Item No. 13.

EMPLOYMENT - DETAILED BACKGROUND

11. 1. Give complete information for each employment (Include volunteer positions, if applicable)
 2. Show your **Present** or **Most Recent** job first
3. Use a separate block for each Job Title (even those with same employer)
 4. Include U.S. Military schooling or training
 5. Show exact job Title & Specific duties which you performed

IMPORTANT: Check box(es) if employment(s) gave you **specific** experience to meet requirements for **Job Title** on front of this application.

<input type="checkbox"/>	A.	From Month Day Yr.	To Month Day Yr.	Job Title - Present or Most Recent Describe Your Duties Fully:	If currently employed may we contact your employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	Organization, Location, Phone #: Name of Person You Worked For: Reason For Leaving:
<input type="checkbox"/>	B.	From Month Day Yr.	To Month Day Yr.	Job Title - Before the Above Describe Your Duties Fully:		Organization, Location, Phone #: Name of Person You Worked For: Reason For Leaving:
<input type="checkbox"/>	C.	From Month Day Yr.	To Month Day Yr.	Job Title - Before the Above Describe Your Duties Fully:		Organization, Location, Phone #: Name of Person You Worked For: Reason For Leaving:
<input type="checkbox"/>	D.	From Month Day Yr.	To Month Day Yr.	Job Title - Before the Above Describe Your Duties Fully:		Organization, Location, Phone #: Name of Person You Worked For: Reason For Leaving:
<input type="checkbox"/>	E.	From Month Day Yr.	To Month Day Yr.	Job Title - Before the Above Describe Your Duties Fully:		Organization, Location, Phone #: Name of Person You Worked For: Reason For Leaving:
<input type="checkbox"/>	F.	From Month Day Yr.	To Month Day Yr.	Job Title - Before the Above Describe Your Duties Fully:		Organization, Location, Phone #: Name of Person You Worked For: Reason For Leaving:

Totals

Years	Months

12. 1. Show total years/months of employments for which you have checked box(es). 2. Record this information under **7. Experience**, on front side of this application

13. Extra space, for applicant use:

Job offers are contingent on passing job-related physical examination, drug screen, & background check.

Ability of applicant to be bonded and possess a valid California drivers license may be condition of hire.

Resumes may be submitted if desired, but cannot take the place of completing this application in its entirety.

READ THIS STATEMENT BEFORE SIGNING:
 My signature certifies that all information on this application, including that regarding my education and experience, is true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact herein will cause forfeiture on my part of all rights to employment by the Housing Authority of the County of Tulare, California. I acknowledge that the Housing Authority is an at-will employer.

SIGN HERE

 Date: _____