

Application for Employment

Albany Housing Authority
P. O. Box 485
Albany, GA 31702
Phone: (229) 434-4500
Fax: (229) 434-4502

Position applied for:	Date of application ____/____/____ Time of application_____ (Completed by AHA Staff)
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Referral Source

<input type="checkbox"/> Newspaper	<input type="checkbox"/> Television Ad	<input type="checkbox"/> Dept. of Labor	<input type="checkbox"/> Employee	<input type="checkbox"/> Other_____
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Name: _____
Last First Middle/Maiden

Social Security Number_____

Address: _____
Street City State Zip

Telephone: Home () _____ Mobile () _____
Work () _____
May we contact you at work? _____

Are you at least 18 years of age? _____

Educational Background

	Name and Location	# of Years Completed	Degree or Diploma	Year Received	Major or Minor
High School					
College or University					
Graduate or Professional					
Vocational					
Other					

Employment History

Provide the following information for the last 10 years, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in the comment section below. ***Please complete each blank.***

1. Employer	Dates employed		Summarize the type of work performed below.
	From	To	
Address & Telephone Number			
Job Title	Hourly Rate/Salary		
	Starting		
Immediate Supervisor and Title	\$	Per	
Reason for leaving	Hourly Rate/Salary		
	Final		
May we contact for reference?	\$	Per	
2. Employer	Dates employed		Summarize the type of work performed below.
	From	To	
Address & Telephone Number			
Job Title	Hourly Rate/Salary		
	Starting		
Immediate Supervisor and Title	\$	Per	
Reason for leaving	Hourly Rate/Salary		
	Final		
May we contact for reference?	\$	Per	
3. Employer	Dates employed		Summarize the type of work performed below.
	From	To	
Address & Telephone Number			
Job Title	Hourly Rate/Salary		
	Starting		
Immediate Supervisor and Title	\$	Per	
Reason for leaving	Hourly Rate/Salary		
	Final		
May we contact for reference?	\$	Per	

Comments including explanation of any gaps in employment:

Skills and Qualifications – Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform this job. For example, if you are applying for a clerical position indicate your typing speed. Provide dates and sources of issuance for certifications and licenses.

General Information

1. Are you a U.S. citizen or legally eligible for employment in this country?_____

If not a U. S. citizen, can you provide documentation verifying your legal right to work in this country?_____

2. Are you a veteran? _____ If yes, please provide your dates of military service.

From _____/_____/_____ to _____/_____/_____
Month Year Month Year

Type of Discharge_____

3. Have you ever been previously employed with the Albany Housing Authority?_____

If yes, please provide the dates of employment.

From _____/_____/_____ to _____/_____/_____
Month Year Month Year

4. Are you related by blood or marriage to any person now employed by the Albany Housing Authority?
_____ If yes provide the name and relationship._____

5. Have you been convicted of any unlawful offense other than a minor traffic violation?
_____ If yes, please explain._____

6. Do you have a valid Class C Georgia driver's license?_____ DL Number_____

7. Do you have transportation to work?_____

8. Will you work overtime if required?_____

References – List name and telephone number of three business/work references who are not related to you and are not previous supervisors.

Name	Telephone	Years Known
	()	
	()	
	()	

Equal Opportunity Pledge

The Albany Housing Authority is an Equal Opportunity Employer. The Albany Housing Authority will not practice or permit discrimination in employment on the basis of race, color, religion, sex, national origin, or disability. The Albany Housing Authority complies with all applicable legislation prohibiting age discrimination in employment.

The Albany Housing Authority complies with the Americans with Disabilities Act. It is the AHA's policy not to refuse to hire a qualified individual with a disability because of that person's need for reasonable accommodations.

Controlled Substance Testing

As a condition of employment by the Albany Housing Authority, you must submit to a controlled substance screening test. In order to be employed by the Albany Housing Authority, you must successfully pass this screening test.

Applicant Guidelines

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand that a separate application must be submitted for each vacant position applied for at the Albany Housing Authority.

Certification and Authorization to Release Information

I hereby certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of this application may be grounds for dismissal. I authorize persons, schools, previous employer, and current employer (if approved above) to provide the Albany Housing Authority with any relevant information needed to consider my candidacy.

I certify that I have read and fully understand the conditions and seek employment under these conditions.

Signature of Applicant

Date