

**CHATTANOOGA HOUSING AUTHORITY**

**APPLICATION FOR EMPLOYMENT**

Employment decisions at the Chattanooga Housing Authority are based on merit, qualifications, and abilities. The Chattanooga Housing Authority does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

(Please Print)

Position(s) Applied For:	Date of Application
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Last Name	First Name	Middle Name			
Address	Number	Street	City	State	Zip Code
Telephone Number(s)	Social Security Number				
Person to notify in case of emergency	Address	Telephone Number			

Are you at least 18 years of age? YES\_\_\_\_ NO\_\_\_\_

Have you ever applied to this company before? YES\_\_\_\_ NO\_\_\_\_

Have you ever been employed by this company before? YES\_\_\_\_ NO\_\_\_\_  
If YES, please give dates of your employment: From:\_\_\_\_ To:\_\_\_\_

Are you currently employed? YES\_\_\_\_ NO\_\_\_\_  
If so, may we contact your present employer? YES\_\_\_\_ NO\_\_\_\_

What date can you start work? \_\_\_\_\_

Have you been convicted of a felony or misdemeanor within the last five (5) years? YES\_\_\_\_ NO\_\_\_\_

*A conviction will not necessarily disqualify you from the job for which you are applying. A conviction will be judged on its own merit with respect to time, circumstances, and seriousness.*

If so, please explain: \_\_\_\_\_

IF YOU ARE APPLYING FOR A SPECIFIC POSITION(S), PLEASE REVIEW THE JOB DESCRIPTION(S) BEFORE ANSWERING THE NEXT QUESTION.

Are you capable of performing, with or without reasonable accommodation, the essential job-related functions found in the job description(s) for which you are applying? YES\_\_\_\_ NO\_\_\_\_

**THE CHATTANOOGA HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER**

EDUCATION	Name and Location of School	Subjects Studied	Number of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate/ Professional				
Trade, Business, etc. School				

List any other areas of special training, skills, and extra-curricular activities: \_\_\_\_\_

\_\_\_\_\_

List any special training received in the United States Military: \_\_\_\_\_

\_\_\_\_\_

Beginning with your present or most recent, **please list** below your employers during the last **10 years**.

Employer	Dates of Employment From:                      To:	Description of Work
Address	<u>Pay Rate</u> Beginning                      Ending	
Phone Number:		
Job Title	Supervisor	Reason for Leaving

Employer	Dates of Employment From:                      To:	Description of Work
Address	<u>Pay Rate</u> Beginning                      Ending	
Phone Number:		
Job Title	Supervisor	Reason for Leaving

Employer	Dates of Employment From:                      To:	Description of Work
Address	<u>Pay Rate</u> Beginning                      Ending	
Phone Number:		
Job Title	Supervisor	Reason for Leaving

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

References: List three persons who are neither former employers or relatives.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

The Chattanooga Housing Authority's anti-nepotism policy states, "The employment of members of the same immediate family shall be avoided insofar as possible, and in no event shall one relative supervise another."

Do you have any relatives currently employed at the Chattanooga Housing Authority whose presence is covered by the above policy?

YES \_\_\_ NO \_\_\_ ; If yes, please give the name of the relative(s) \_\_\_\_\_

**I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.**

**I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.**

**I agree to be governed by the rules, regulations, policies, procedures and practices of the Chattanooga Housing Authority. I fully understand that, notwithstanding my interpretation or the interpretation of my co-workers or supervisors of the rules, regulations, policies, procedures and practices of the Chattanooga Housing Authority, if I am hired, the length, terms and conditions of my employment may be changed or terminated at any time at the will of the Chattanooga Housing Authority.**

SIGNED \_\_\_\_\_

\*Your application will be retained in active status for 120 days. Should you still be interested in employment after 120 days, you must contact the Human Resources Department to renew your application. It may be necessary for you to complete a new application.

*The Chattanooga Housing Authority complies with the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1976, the Americans with Disabilities Act of 1990.*

FOR HUMAN RESOURCE DEPARTMENT USE ONLY

Interview Date: \_\_\_\_\_

New Hire Date: \_\_\_\_\_

Position: \_\_\_\_\_

Starting Salary: \_\_\_\_\_

Pay Grade: \_\_\_\_\_

Step: \_\_\_\_\_

Rehire Yes \_\_\_\_\_ No \_\_\_\_\_

Rehire Rts. Yes \_\_\_\_\_ No \_\_\_\_\_

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Comments: \_\_\_\_\_

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(Continued from application)

Name: Last First Middle Initial

Employer	Dates of Employment From: To:	Description of Work
Address	Beginning <u>Pay Rate</u> Ending	
Job Title	Supervisor	Reason for Leaving

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Please complete and return the above sheet along with your application.

The Chattanooga Housing Authority is an Equal Opportunity Employer