

Mercer County Housing Authority Application for Employment

Qualified applicants are considered for all positions without regard to race, color, sex, religion, national origin, age, marital status or veteran status, or the presence of a non-job related medical condition or handicap. No qualified individual with handicaps shall, solely on the basis of handicap, be subjected to discrimination in employment. Any handicapped applicant who requires help in completing this application should contact the Administrative Assistant (723-342-4004) for assistance.

PERSONAL INFORMATION			
Social Security Number	Application Date	Telephone Number	
Last Name	First Name	Middle Initial	
Address	City	State	Zip
If you are not a citizen of the U.S., please indicate your authorization to be employed.			
Military Service Status	NONE	HONORABLE DISCHARGE	OTHER
Do you have a current Driver's License which is not under suspension?		YES	NO
If "YES", enter state and number:	State:	Number:	

CRIMINAL HISTORY	
<p>A "YES" answer will not prevent you from being considered and is not necessarily a bar to employment. You may be asked for additional information to allow us to review the relatedness of your criminal history record. Please bring any information explaining your criminal history to the interview.</p> <p><u>CRIMINAL OFFENSE</u> includes felonies, misdemeanors, and summary offenses. <u>CONVICTION</u> is an adjudication of guilt and includes determinations before a court, a district justice, or magistrate and plea of nolo contendere (no contest) that result in a fine, sentence, or probation.</p> <p>For this question disregard: minor traffic violations (no points), offenses committed before your 18th birthday which were adjudicated in juvenile court under a Youth Offender Law, and any charges which have been expunged by a court of for which you successfully completed an Accelerated Rehabilitative Disposition Program.</p>	
<p>Were you ever convicted of a criminal offense? <u>OR</u> Are you now under charges for a criminal offense? <u>OR</u> Are you currently under probation? <u>OR</u> Have you ever forfeited bond or collateral in connection with a criminal offense?</p>	<p>YES NO</p>

CAN YOU COMMUNICATE IN A LANGUAGE OTHER THAN ENGLISH?	
<p>For some jobs it is important to be able to speak with persons of different cultures and backgrounds. If you check any box or list additional languages in response to this question, you may be required to submit additional proof or participate in an oral interview.</p>	
SPANISH	OTHER (Specify):

PREVIOUS EMPLOYMENT							
Start with most current employment.							
	START DATE	END DATE	COMPANY NAME	COMPANY ADDRESS	POSITION	SALARY	REASON FOR LEAVING
1							
2							
3							
4							
Please explain any gap in employment history:							

EDUCATIONAL HISTORY

SCHOOL LEVEL	NAME OF SCHOOL	ADDRESS OF SCHOOL	* YEARS ATTENDED	* DID YOU GRADUATE?	SUBJECTS STUDIED / MAJOR
GRAMMER SCHOOL					
HIGH SCHOOL					
COLLEGE					
TRADE, BUSINESS, OR PROFESSIONAL SCHOOL					

List license of certificates which directly relate to the qualifications of the job title(s) for which you are applying. Give license numbers and expiration dates. Examples: engineer, beautician, nurse, lifeguard, commercial driver's license with endorsements.

EMPLOYMENT DESIRED

Position(s) applied for:		Date you can start:		Salary Desired	
Are you currently employed?	YES NO	If "YES," may we contact your employer?		YES	NO
If you have relatives employed by this company, please list name(s):		Do you seek full or part-time employment?		Hours preferred	
Do you have any special skills, experience, or qualifications related to the position applied for?					
Do you have any physical limitations which would hinder your performance in the position applied for? (The information requested regarding handicap status is for the purpose of affirmative actions and remedial action obligations. We do not discriminate on the basis of handicap.)				YES	NO

PERSONAL REFERENCES

Please list three (3) non-relatives whom you have known for at least one year.

	NAME	ADDRESS	TELEPHONE NUMBER	YEARS KNOWN	RELATIONSHIP
1					
2					
3					

Please explain any gap in employment history:

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without previous notice.

DATE

SIGNATURE

*The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age. Section 504 Rehabilitation Act of 1973 prohibits discrimination solely on the basis of a handicap.