



HOUSING AUTHORITY OF TEXARKANA TEXAS

**1611 N. Robison Rd.
 Texarkana, TX 75501
 (903) 838-8548**

APPLICATION FOR EMPLOYMENT

PRINT IN BLACK INK OR TYPE. These instructions must be followed exactly. Fill out the application form completely; if questions are not applicable, enter "NA". Do not leave response lines blank. Resumes will be accepted for whatever additional information they might contain, *but not in place of a complete application*. The Housing Authority of Texarkana Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed**. This application becomes public record and is subject to disclosure. Be sure to sign the application when it is completed.

NAME _____ PHONE (_____) _____
(LAST) (FIRST) (MIDDLE INIT.) (PRIMARY PHONE)

ADDRESS _____ PHONE (_____) _____
(STREET) (CITY) (STATE) (ZIP) (SECONDARY PHONE)

EMAIL ADDRESS _____

List any other names used if different from name on this application. _____

List exact title of position you are applying for:	Do you have any relatives working for this agency? If so, list names and relationships.
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Full Time Part Time Summer Temp/ Project Are you at least 17 years of age? Yes No

Date Available for Work? _____ Salary Expected? _____

Are you willing to work hours other than 8-5? Yes No If yes, indicate when: _____

Are you or anyone in your family participating in a Texarkana Housing program, either as tenant or landlord? Yes No

If yes, please explain: _____

Have you ever been convicted of a felony? Yes No If yes, please describe in detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will.

EDUCATION: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.

Did you graduate/ earn a GED? Yes No If yes, name and location of high school or GED institute. _____

Type of School	Name and location of school	Dates attended (From ____ To ____)	Did you graduate? (Yes or No)	List diploma or degree earned or major course of study

Please list any current licenses/certifications/registrations: _____

SPECIAL SKILLS/QUALIFICATIONS: List all job related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

Approximately words per minute in: Typing _____ Dictation _____

What languages other than English do you:

Speak fluently? _____ Read fluently? _____ Write fluently? _____

MILITARY SERVICE: (ACTIVE DUTY) Branch _____ Dates: From: _____ To: _____

Are you in the Active Reserve? Yes No

REFERENCES: Please provide the names of three persons you are not related to whom you have known for at least one year.

Name	Address	Phone Number	Years known	Relationship

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that the Housing Authority will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
4. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.
5. I understand and agree that, if hired, 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 prior notice.

Applicant Signature: _____

Date: _____

EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include ALL employment for the past TEN (10) years. Begin with your current or last position and work back to your first. Employment history should include **each position** held, even those with the same employer.
2. **EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.**
3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

Name: _____
Last
First
Middle Initial

May we contact your present employer? Yes No N/A

<u>EMPLOYER:</u> Mailing Address City, State/ ZIP Phone # :		Type of Business:		Full Time _____ Part Time _____ Seasonal _____
Position:	Starting Date:	Starting Pay:	Leaving Date:	Ending Pay:
Briefly describe your duties and responsibilities below:		Who was/ is your immediate Supervisor?		

Explain reason for leaving:

<u>EMPLOYER:</u> Mailing Address City, State/ ZIP Phone # :		Type of Business:		Full Time _____ Part Time _____ Seasonal _____
Position:	Starting Date:	Starting Pay:	Leaving Date:	Ending Pay:
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