



Tri-County Housing & Community Development Corporation

*Servicing people and communities through facilitation of quality
affordable housing and community projects*

APPLICATION FOR EMPLOYMENT

Tri-County Housing & Community Development Corporation (CDC) considers all applicants for employment without regard to race, color, religion, sex, national origin, age, handicap or disability. In addition, Tri-County Housing & CDC complies with applicable state and local laws prohibiting discrimination in employment. Tri-County Housing & CDC also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws. Any applicant requiring reasonable accommodation to the application and/or interview process should notify a representative of Tri-County Housing & CDC.

INSTRUCTIONS: Please answer each question fully and accurately. You may attach your resume; however, no action can be taken unless you have completed this Application for Employment, answering all questions. Please PRINT your answers using an ink pen. Application must be signed.

Position(s) applied for or Type of Work Desired: _____ Date of Application: ___/___/___

Type of Employment Desired: ___ Full Time ___ Part Time ___ Temporary Date Available: ___/___/___

Name of Applicant: _____ SS# - -
Last First Middle

Address: _____
Street PO Box City State Zip Code

Telephone: _____ Mobile/Other Phone: _____

Have you ever been employed here before? ___ Yes ___ No If Yes, when: _____

IMMIGRATION STATEMENT

Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, Tri-County Housing & CDC will verify the status of every individual offered employment with the company. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization upon employment.

If you are under the age of 18 years, can you furnish a work permit if it is required? ___ Yes ___ No

Can you submit proof of your legal employment authorization and identity? ___ Yes ___ No

GENERAL INFORMATION

Have you, in the last 7 years, been convicted of a crime? * ___ Yes ___ No

If Yes, please explain: _____

(*A conviction will not automatically be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.)

Do you have a Valid Driver's License: # _____ State: _____

Are you able to meet the attendance requirements of the position: ___ Yes ___ No

Is there anything that would prevent you from performing the essential job functions for the position you have applied in a reasonable and safe manner? ___ Yes ___ No

If Yes, please explain: _____

EDUCATION

<u>NAME AND LOCATION</u>	<u>YEARS COMPLETED</u>	<u>DIPLOMA/DEGREE</u>	<u>COURSES OF STUDY</u>
HIGH SCHOOL			
COLLEGE			
OTHER			

EMPLOYMENT HISTORY

Please list, in order, your last 3 employers, starting with your current or most recent employer, including volunteer activities. (COMPLETE EVEN IF YOU HAVE ATTACHED YOUR RESUME)

FROM: ___/___/___ TO: ___/___/___ EMPLOYER: _____ TELEPHONE: _____

JOB TITLE: _____ ADDRESS: _____

SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES: _____

IMMEDIATE SUPERVISOR AND TITLE: _____ HRLY RATE/SALARY: START \$ _____ PER _____
FINAL \$ _____ PER _____

REASON FOR LEAVING: _____

FROM: ___/___/___ TO: ___/___/___ EMPLOYER: _____ TELEPHONE: _____

JOB TITLE: _____ ADDRESS: _____

SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES: _____

IMMEDIATE SUPERVISOR AND TITLE: _____ HRLY RATE/SALARY: START \$ _____ PER _____
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REASON FOR LEAVING: _____

FROM: ___/___/___ TO: ___/___/___ EMPLOYER: _____ TELEPHONE: _____

JOB TITLE: _____ ADDRESS: _____

SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES: _____

IMMEDIATE SUPERVISOR AND TITLE: _____ HRLY RATE/SALARY: START \$ _____ PER _____
FINAL \$ _____ PER _____

REASON FOR LEAVING: _____

REFERENCES

OTHER THAN PAST EMPLOYERS

<u>NAME</u>	<u>TELEPHONE</u>	<u>YEARS KNOWN</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

SKILLS & QUALIFICATIONS

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying: _____

PRE-EMPLOYMENT STATEMENT

****Read carefully and sign below****

I understand and agree that:

1. This application is intended for use in evaluating my qualifications for employment. This application will be considered current for 60 days. In order to be considered for future positions, a new application must be filed to maintain current status.
2. I have read and understand all questions and applicant notes in this form and confirm that all answers given, statements made and information provided on this application are true and complete to the best of my knowledge and belief. Any false statement, misrepresentation or omission of any relevant fact in my application, resume, or any other materials, or during any interviews, will be justification for terminating the application process, refusal of employment, or if employed, immediate termination from Tri-County Housing & CDC's employ, whenever it may be discovered.
3. Any offer of employment I may receive from Tri-County Housing & CDC is contingent upon my successful completion of Tri-County Housing & CDC's total pre-employment screening process, including Tri-County's receiving references that it considers satisfactory.
4. If I am employed, I understand that I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. I recognize that my failure to submit such proof within the required time will result in immediate termination of my employment.
5. I authorize and request that all persons, schools, companies, agencies and law enforcement authorities, including without limitation my present and former employers and those individuals I have listed as personal references, furnish information about my background, employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, and I hereby release them from any and all liability for any damage whatsoever arising from furnishing the requested information.
6. In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of Tri-County Housing & CDC. I understand and agree that all employment with Tri-County Housing & CDC is at-will at all times. In other words, if I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the Employer reserves the same right to terminate my employment 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 represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: _____ Date: ____ / ____ / ____