



**Helena Housing Authority
Application For Employment
Resume & References Required**
Apply online at www.hhamt.org

I. Applicant Information:

Name: _____ Social Security #: _____
 Last First M.I.

Address: _____
 Street City State Zip

Mailing address: _____
 (if different) Street City State Zip

Home Phone: () _____ Work Phone: () _____

II. Employment Desired:

Position:		
Date You Can Start:		
Salary Desired:		
Are You Employed At This Time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If So, May We Contact Your Current Employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Employer:		

III. Education and training: Describe in detail your education and training with an emphasis on that which is directly applicable to the position for which you are applying. If you respond on a separate sheet(s), ensure you write your name and the job title for which you are applying on each sheet.

Education – Circle the highest year completed:
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16+

High school name and address: _____

Did you receive a diploma or equivalency? Yes No - if no, enter highest grade completed: _____

College, university, or technical school, or training name and location	Dates attended	Degree or certificate earned	Degree or certificate date	Major/minor field	Credits earned

IV. Employment History (continued):Employer name
and complete
address

Your job title and duties:

Dates employed: _____ to _____

Total time employed: _____ (years/months)

 Full time Part-time Volunteer

Supervisor:

Name

Phone

Mailing address

Reason for leaving:

Employer name
and complete
address

Your job title and duties:

Dates employed: _____ to _____

Total time employed: _____ (years/months)

 Full time Part-time Volunteer

Supervisor:

Name

Phone

Mailing address

Reason for leaving:

V. Current professional licenses, registrations, or certifications:

Licensing agency name/location

Type of License

Endorsement/restriction

Date licensed & expiration

VI. Other relevant experience, training, or skills:

VII. Professional references:

Please list at least three professional references that you have worked with one year or longer (other than the former employers listed in section IV):

Name: _____ Mail address: _____ Phone #: _____

Name: _____ Mail address: _____ Phone #: _____

Name: _____ Mail address: _____ Phone #: _____

VIII. Driving and Criminal Record:

Do you have a current valid Drivers License? Yes No

Have you ever been convicted of a felony? Yes No

IX. Representations and Signature:

DO YOU CLAIM PREFERENCE UNDER Section 3 of the Housing and Urban Development Act of 1968? Yes No

Helena Housing Authority is an equal opportunity employer and selects the best matched individual for the job based upon job related qualifications, regardless of race, color, creed, sex, national origin, age, handicap, familial status, or other protected groups under State, Federal or local Equal Opportunity Laws.

I understand and agree that:

1. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal or, if employed, termination from employment.
2. It is my understanding that the HHA will make a thorough investigation of my entire work history and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigation and the release from liability any person giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.
3. The Helena Housing Authority is committed to a work environment free from drugs, criminal activity and harassment. Employees of the Helena Housing Authority shall not engage in criminal activity including drug-related criminal activity while employed with the Helena Housing Authority. Involvement in such criminal activity shall be cause for immediate dismissal. Employees of the Helena Housing Authority will be provided with anti-harassment training and must commit to a work place free from harassment.

4. Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, shift work, a rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of my continuing employment.

I further understand that this is an application for employment and that no employment contract has been offered.

I understand that if I am employed, such employment is for no definite period of time and that the HHA can change wages, benefits, and conditions at any time.

I have read and understand the information above:

SIGNATURE

DATE