

THE HOUSING AUTHORITY of South Bend

501 Alonzo Watson Drive
South Bend, Indiana 46601-3715

APPLICATION FOR EMPLOYMENT

The Housing Authority of the City of South Bend is an equal Employment Opportunity Employer. Applicants will receive consideration without regard to race, color, religion, sex, national origin, age, disabilities, disabled or Vietnam veteran status, marital status, citizen status, or any other protected class.

Name: Last	First	Middle	Social Security Number	
Present Address: Street	City	State	Zip	Area Code/Phone Number
How Long:				
Former Address: (If at present address less than 3 years)				
Street	City	State	Zip	

Date available for employment: _____

Position you are applying got: _____

How did you learn of this opening? _____

List any friends, relatives or acquaintances you have working for the Housing Authority of South Bend:

Have you ever worked for the Housing Authority of South Bend before? Yes____ No____ If yes, give dates:
From _____ To _____

Have you ever been convicted of a felony? Yes____ No____ (Conviction of a felony is not necessarily a disqualification for employment). However, if you answered yes, please explain:

Can you provide documentation on your eligibility for residence and employment in the United States?
Yes____ No _____

If under 18, can you furnish a work permit? Yes____ No_____

APPLICATION OF EMPLOYMENT CONTINUED

Applicant's Name _____

EMPLOYMENT HISTORY- Begin with most recent (Include Military Experience)

Employer		Address		City/State/Zip	
Job Title	Salary Start	Salary End	Supervisor's Name	Area Code/Phone Number	
Employed from: Mo./Yr. to Mo./Yr.		Part-time _____	Full-time _____	Reason for Leaving	

Employer		Address		City/State/Zip	
Job Title	Salary Start	Salary End	Supervisor's Name	Area Code/Phone Number	
Employed from: Mo./Yr. to Mo./Yr.		Part-time _____	Full-time _____	Reason for Leaving	

Employer		Address		City/State/Zip	
Job Title	Salary Start	Salary End	Supervisor's Name	Area Code/Phone Number	
Employed from: Mo./Yr. to Mo./Yr.		Part-time _____	Full-time _____	Reason for Leaving	

APPLICATION OF EMPLOYMENT CONTINUED

Applicant's Name

EDUCATION AND TRAINING

High School	Course of Study	Graduated? Yes_____ No_____
Address		Degree
College/Technical/Vocational School	Course of Study	Graduated? Yes_____ No_____
Address		Type of Degree
College/Technical/Vocational School	Course of Study	Graduated? Yes_____ No_____
Address		Degree

PROFESSIONAL REFERENCES

Please list three business/work references that are not related to you. If not applicable, list three school or personal references that are not related to you. Indicate in the How Known section what working relationship the individual had or has to you (manager, coworker, customer, etc.) and their affiliation.

Name	Address/City/State/Zip	Phone No.	How Known	Affiliation
Name	Address/City/State/Zip	Phone No.	How Known	Affiliation
Name	Address/City/State/Zip	Phone No.	How Known	Affiliation

PROFESSIONAL REFERENCES

List professional, trade, business, or civic activities and offices held. You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, handicap, or other protected status.)

CERTIFICATION

I certify the information presented in this Employment Application is correct and hereby give the Housing Authority of South Bend the right to make an investigation based on the information provided. I also understand that misrepresentation of information is grounds for disqualification from further consideration or termination from employment.

I understand I may, if hired, terminate my employment with the Housing Authority of South Bend at any time. The Housing Authority of South Bend may also terminate my employment and compensation at any time with or without cause. Nothing contained in this Employment Application, the granting of an interview or the acceptance of an offer of employment, is intended to be construed as a contract of employment.

Signature

Date