

The Housing Authority of the City of Anniston, Alabama Application for Employment

Applications will only be accepted for open positions and must be received by the required deadline. NO generic applications will be accepted.

The Anniston Housing Authority is an equal opportunity employer and takes affirmative action to ensure both job applicants and employees are given fair and equal treatment. All applicants will be considered without regard to race, color, religion, sex, national origin, age, marital or veteran status; disability; economic or any other legally protected status. Equal access to the hiring process, services, and employment is available to all persons. Applicants requiring accommodations to the application and/or interview process should contact a representative of the Human Resource Department. Each question should be answered completely and accurately. **No action will be taken on this application until all questions have been answered and the application has been signed and dated.** If there is a section that does not pertain to you, please write N/A as the answer. Verification of eligibility to work in the U.S. will be required if an employment offer is made.

Employee Information

Name _____
Last First Middle

Address _____
Street Apt. # City State Zip

Home Phone () _____ Cell Phone () _____ Social Security # _____

Email _____

Position(s) applied for _____

Have you been employed here before? _____ Yes _____ No If yes, give date _____

Are any of your relatives currently employed with the company? _____ Yes _____ No

If yes, please provide names of relatives _____

Are you currently employed? _____ Yes _____ No Date available for work? _____

Wage expected? _____ Are you over the age of 18? _____ Yes _____ No

Are you available work? _____ Full time _____ Part time _____ Temporary
(Check all that apply)

Are you a resident of AHA or a Housing Choice Voucher participant? _____ Yes _____ No

Education

	High School	College/University	Graduate/Professional
School Name			
Diploma/Degree Received			
Honors Received			
Describe Course of Study			

Do Not List Graduation Dates

Employment Experience

Please begin with your present or last job.

Employer _____ Phone Number (____) _____

Address _____

Job Title _____ Supervisor Name _____

Dates Employed: From _____ To _____

Reason for Leaving _____

Job Duties _____

May We Contact This Employer? Yes No If no, why not? _____

Employer _____ Phone Number (____) _____

Address _____

Job Title _____ Supervisor Name _____

Dates Employed: From _____ To _____

Reason for Leaving _____

Job Duties _____

May We Contact This Employer? Yes No If no, why not? _____

Employer _____ Phone Number (____) _____

Address _____

Job Title _____ Supervisor Name _____

Dates Employed: From _____ To _____

Reason for Leaving _____

Job Duties _____

May We Contact This Employer? Yes No If no, why not? _____

Employer _____ Phone Number (____) _____

Address _____

Job Title _____ Supervisor Name _____

Dates Employed: From _____ To _____

Reason for Leaving _____

Job Duties _____

May We Contact This Employer? Yes No If no, why not? _____

Skills/Training/Certifications

Please summarize your job-related skills, specialized training, or certifications: _____

List job related special accomplishments, publications, and awards. (Exclude information that would reveal sex, race, religion, national origin, age, color, disability, or other protected status.)

List any additional information that you would like to be considered. (Exclude information that would reveal sex, race, religion, national origin, age, color, disability, or other protected status.)

References

Provide **complete** contact information on three (3) coworkers, professional acquaintances, or supervisors (not related to you) that we may contact as references.

<i>Name</i>	<i>Company</i>	<i>Job Title</i>	<i>Phone</i>
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<i>Name</i>	<i>Company</i>	<i>Job Title</i>	<i>Phone</i>
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<i>Name</i>	<i>Company</i>	<i>Job Title</i>	<i>Phone</i>
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Acknowledgements

Accuracy of Information. I certify that the information in this application is correct to the best of my knowledge. I understand and agree that any false, misleading, or incomplete information given in my application, interview(s), or other pre-employment questionnaires and procedure, regardless of when discovered by the Anniston Housing Authority will be sufficient basis for my disqualification for employment, or, if already employed by the Anniston Housing Authority, the termination of my employment.

I agree that the Anniston Housing Authority shall not be liable in any respect if I am not hired or if my employment is terminated as a result of providing such false, misleading, or incomplete information.

Information Release. I authorize the Anniston Housing Authority to contact any company, institution, or individual it deems appropriate to investigate my education, employment history, character, qualifications, driving record, and other job-related information. I give my full consent for all contacted persons, including former employers, to provide the information concerning this application. Further, I waive my right to bring a claim against these individuals for any damages arising from furnishing the requested information to the Housing Authority. I also release the Housing Authority from all liability that might result from checking such references.

Employment Eligibility Verification. In accordance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act of 2011, I understand that all post-offer employment eligibility verifications are processed through the E-Verify Internet-Based System. I have received a copy of the "Notice of E-Verify Participation" and the "Right to Work" with this application.

Drug Testing and Fitness for Duty. The Anniston Housing Authority is a drug-free workplace. A post-offer drug test will be required and a physical examination may be required. I understand that, as allowed by the Americans with Disabilities Act, any offer of employment may be withdrawn if I test positive for drugs and/or if a condition is discovered which does not permit me to perform the essential functions of the job and for which no reasonable accommodation can be made.

Criminal Background Check. I understand Anniston Housing Authority requires and will conduct a criminal background check on all new employees prior to the first day of employment.

"At-Will" Status. I understand Alabama is an "at will" state and that the Anniston Housing Authority is an "at will" employer. Any offer of employment does not constitute an employment contract. Employment may be terminated at any time by either party, with or without cause.

Application Status. I understand this application is currently for only 30 days. At the conclusion of this time, if I have not heard from the Anniston Housing Authority and still wish to be considered for employment, it will be necessary to complete a new application.

Name Printed

Date

Signature