

# HOUSING AUTHORITY OF THE CITY OF ERIE

## Application for Employment

Answer all questions completely in your own handwriting. If employed, the completed application will become part of your permanent record.

### PERSONAL RECORD

Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Last First Middle Maiden

Present Address \_\_\_\_\_ Phone \_\_\_\_\_  
Number and Street City State Zip Home or Neighbor

Are you over the age of 18? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a United States citizen, or otherwise authorized to work in the United States on an unrestricted basis? Yes \_\_\_\_\_ No \_\_\_\_\_

(The Age Discrimination In Employment Act amendments of 1978 prohibit discrimination on the basis of age with respect to individuals who are at least 40.)

In case of emergency, notify \_\_\_\_\_ Phone \_\_\_\_\_

### EDUCATION RECORD

#### Circle grades completed

Elementary School \_\_\_\_\_ 1 2 3 4 5 6 7 8 Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_ Date of Leaving \_\_\_\_\_

High School \_\_\_\_\_ 9 10 11 12 Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_ Date of Leaving \_\_\_\_\_

College / University \_\_\_\_\_ 1 2 3 4 Major Field \_\_\_\_\_ Degree \_\_\_\_\_

Apprentice, Vocational, Business, or Graduate School? \_\_\_\_\_

Other training, factory, or office machines operated? \_\_\_\_\_

### JOB INTEREST

Position desired \_\_\_\_\_

Other positions for which you are qualified: \_\_\_\_\_

Are you employed? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, give name and address of employer \_\_\_\_\_

Date available \_\_\_\_\_ May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever: Applied here before? Yes \_\_\_\_\_ No \_\_\_\_\_ Worked here before? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, give dates: \_\_\_\_\_

### MILITARY RECORD

Have you ever served in the Armed Forces of the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state: Branch \_\_\_\_\_ Date entered \_\_\_\_\_ Date discharged: \_\_\_\_\_

Rank or Rate: \_\_\_\_\_ Service schools or special experience: \_\_\_\_\_

Reserve or National Guard status: \_\_\_\_\_

**REFERENCES: Give three references. Do not use relatives, clergy, or former employers. List persons whom you have known for at least five years.**

Name	Address	Telephone Number	Occupation	Verification

**EMPLOYMENT HISTORY: Starting with your present or most recent employer, account for ALL periods of time, including unemployment and service with the Armed Forces. (Use additional sheet if required.)**

Dates	Employer's Name and Address	Job Title Department Name of Supervisor	Describe Major Job Duties	Wages	Reason for Leaving
From _____ To _____		1. _____ 2. _____ 3. _____		Starting: \$ _____ Per _____ Final: \$ _____ Per _____	
From _____ To _____		1. _____ 2. _____ 3. _____		Starting: \$ _____ Per _____ Final: \$ _____ Per _____	
From _____ To _____		1. _____ 2. _____ 3. _____		Starting: \$ _____ Per _____ Final: \$ _____ Per _____	

**PRE-EMPLOYMENT STATEMENT:** I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind whatsoever. I agree that the company shall not be liable in any respect if my employment is terminated because of falsity of statements, answers, or omissions made by me in this questionnaire. I also authorize the companies, schools, or persons named above to give any information regarding my employment, character, and qualifications, together with any information they have regarding me whether or not it is in the records. I hereby release said companies, schools, or persons from all liability for any damage for issuing this information. I understand that any misleading or incorrect statements may render this application void, and, if employed, would be cause for termination. I consent to taking the pre-employment physical examination and, if employed, agree to wear protective clothing or devices as required by the company and to comply with the safety rules.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**INTERVIEWER'S COMMENTS:**

INTERVIEWED BY: \_\_\_\_\_ Date \_\_\_\_\_