



NORTHWEST GEORGIA HOUSING AUTHORITY

An Equal Opportunity Employer

Application for Employment

Position applying for: _____ Minimum salary required: _____

Type of employment desired: Full-time Part-time Date you can start work: _____

Personal Information

Name: _____ Social Security Number: _____

Present address: _____
(Street) (City) (State) (Zip code)

Mailing address: _____
(Street) (City) (State) (Zip code)

Home phone number: _____ Cell phone number: _____

Are you a U.S. citizen? Yes No Have you the legal right to remain permanently in the U.S.? Yes No

Have you the legal right to work in the U.S.? Yes No Type of Visa: _____

Have you ever been convicted of a felony? Yes No If yes, give details: _____

Driver's license #: _____ State: _____ Class: _____ Expiration date: _____

Have you had any license, permit, or privilege to operate a motor vehicle denied, revoked, or suspended?
 Yes No If yes, please explain: _____

Have you been involved in an at fault accident in the past three (3) years? Yes No
If yes, please explain: _____

Have you been convicted of violations of motor vehicle laws or ordinances (other than parking) in the past three (3) years? Yes No
If yes, please explain: _____

Comments or other information: _____

Education Information

Please circle the highest grade level you completed

Elementary/Grammar	High School	College	Graduate
1 2 3 4 5 6 7 8	9 10 11 12	13 14 15 16	17 18 19 20

Name of high school attended: _____ City/State: _____

Did you graduate from this school? Yes No Graduation date: _____

Name of college attended: _____ City/State: _____

Degree/Major: _____ Graduation date: _____

Do you have a State Certification? Yes No If yes, what type: _____

Certification Number: _____ Expiration date: _____

Comments or other information:

Work History

List all of your previous positions held within the last ten (10) years. If you do not have enough space, please use additional paper. Accuracy of dates, addresses, and phone numbers is essential.

Present or most recent employer: _____

Address: _____
(Street) (City) (State) (Zip code)

Phone number: _____ Immediate Supervisor: _____

Position held: _____ Salary: _____

Duties: _____

Employed from: _____ To: _____ Reason for leaving: _____

May we contact your present employer concerning your employment with them? Yes No

Work History- Continued

Previous employer: _____

Address: _____
(Street) (City) (State) (Zip code)

Phone number: _____ Immediate Supervisor: _____

Position held: _____ Salary: _____

Duties: _____

Employed from: _____ To: _____ Reason for leaving: _____

Previous employer: _____

Address: _____
(Street) (City) (State) (Zip code)

Phone number: _____ Immediate Supervisor: _____

Position held: _____ Salary: _____

Duties: _____

Employed from: _____ To: _____ Reason for leaving: _____

Previous employer: _____

Address: _____
(Street) (City) (State) (Zip code)

Phone number: _____ Immediate Supervisor: _____

Position held: _____ Salary: _____

Duties: _____

Employed from: _____ To: _____ Reason for leaving: _____

Comments or other information:

References

Reference 1

Name: _____

Address: _____ Phone number: _____

Reference 2

Name: _____

Address: _____ Phone number: _____

Reference 3

Name: _____

Address: _____ Phone number: _____

I understand that any false statement made as a part of this application or any other related form may be considered sufficient cause for withdrawal of a job offer or dismissal from employment at any time. I also grant permission to Northwest Georgia Housing Authority to investigate any and all information and that any after-acquired information that is found to be false may serve as grounds for immediate termination at any time. I hereby release Northwest Georgia Housing Authority and respondents to such investigation from any liability for any damage due to releasing information pertaining hereto. Northwest Georgia Housing Authority, in accordance with applicable Federal and State legislation, does not discriminate on the basis of age, race, religion, color, sex, national origin, disability, veteran status, marital status, and/or citizen status. I further understand that in consideration of my employment, I agree to conform to the policies and procedures of Northwest Georgia Housing Authority. I understand and acknowledge that my employment and compensation can be terminated, with or without cause, or without notice by Northwest Georgia Housing Authority at any time. I understand that no one other than the Executive Director has authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Applicant signature

Date