

Wilmington Housing Authority Employment Application

Programs, services and employment are available equally to everyone. Please inform us if you require reasonable accommodation for the application or interview.



Position Applied For: _____

Date: ____ / ____ / ____

How were you referred to us?

Walk In Referred by: _____

Advertisement on: _____

APPLICANT DATA:

Full Name: _____
LAST FIRST MIDDLE

Address: _____ City: _____ State: ____ Zip: _____

Phone: () _____ Mobile/Other Phone: () _____ E-Mail Address: _____

Date available to start: __/__/__ Social Security #: ____-____-____ Salary Requirement: \$ _____

If you are under 18 and we require a work permit, can you furnish one? Yes No

If no, please explain: _____

Have you ever worked for this company? Yes No If yes, when? _____

Are you legally eligible for employment in the United States? Yes No (If offered employment, you will be required to provide documentation to verify eligibility.)

Type of employment desired: Full-time Part Time Temporary Seasonal

Have you ever pled "guilty" or "no contest" to or been convicted of a crime? Yes No If yes, give dates and details: _____

(Answering yes to these questions does not constitute an automatic rejection to employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be consideration.)

Driver's license number if applicable to position: _____ State: _____

EDUCATION:

High School: _____ Address: _____

of Years Completed: _____ Did you graduate? Yes No Degree: _____

Major: _____ GPA: _____ Class Rank: _____

College/University _____ Address: _____

of Years Completed: _____ Did you graduate? Yes No Degree: _____

Major: _____ GPA: _____ Class Rank: _____

Other: _____ Address: _____

of Years Completed: _____ Did you graduate? Yes No Degree: _____

PROFESSIONAL LICENSE, CERTIFICATIONS OR MEMBERSHIP:

Type of License(s) Held: _____

Type of Certification(s) Held: _____

Other Professional Memberships: _____

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status).

REFERENCES:

Please furnish the names, addresses and telephone numbers of two people to whom you are not related and by whom you have not been employed:

Name: _____ Phone: () _____ Email: _____

Address: _____ City: _____ State: ___ Zip: _____

Name: _____ Phone: () _____ Email: _____

Address: _____ City: _____ State: ___ Zip: _____

PREVIOUS EMPLOYMENT (begin with most recent position):

1. Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held: _____

Firm: _____ Address: _____

Phone: () _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Title: _____ Ending Title: _____

Reason for Leaving: _____

May we contact this employer for reference? Yes No

2. Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held: _____

Firm: _____ Address: _____

Phone: () _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Title: _____ Ending Title: _____

Reason for Leaving: _____

May we contact this employer for reference? Yes No

3. Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held: _____

Firm: _____ Address: _____

Phone: () _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Title: _____ Ending Title: _____

Reason for Leaving: _____

May we contact this employer for reference? Yes No

For more employment history, please attach additional page(s)

Wilmington Housing Authority (WHA) is an equal opportunity employer. WHA does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for WHA to hire me. If I am hired, I understand that either WHA or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of WHA has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to WHA true and complete information on this application. No requested information has been concealed. I authorize WHA to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature of Applicant: _____ Date: ___/___/___

Fair Credit Reporting Act Disclosure and General Authorization

I understand that in connection with my candidacy for employment with Wilmington Housing Authority (“Wilmington Housing Authority” or the “Company”) and through the duration of any employment with the Company, the Company may request that a background check be conducted inquiring into my consumer credit criminal, educational, employment, professional licenses or credentials, driving record, or other information for employment purposes pursuant to the Fair Credit Reporting Act. I understand that if a report is requested, the source of the report will be a Consumer Reporting Agency, as defined by the Fair Credit Reporting Act, that has been retained by Wilmington Housing Authority to conduct background investigations.

I understand that the nature of this investigation will be to determine if I possess the minimum qualifications and background necessary for the position for which I have applied. I further understand that the scope of this investigation may include a number of sources including, but not limited to, a review of records such as criminal conviction records, Department of Motor Vehicle records, military records, school records, internet websites and communications with my current and past employers, and professional and personal references. I understand that if the Company hires me, it may request a consumer report or an investigative consumer report about me for employment-related purposes during the course of my employment. The nature of such an investigation will be my continuing suitability for employment, or whether I possess the minimum qualifications necessary for promotion or transfer to another position. I understand that my consent will apply throughout my employment, unless I revoke or cancel my consent by sending a signed letter or statement to the Company at any time, stating that I revoke my consent and no longer allow the Company to obtain consumer reports or investigative consumer reports about me.

I understand that an investigative consumer report is a special type of consumer report in which information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable, is obtained through personal interviews. In the event an investigative consumer report is obtained, I understand that I (a) am entitled to receive a summary of my rights, (b) will be informed of the name, address and phone number of the consumer reporting agency that furnished the report, and (c) have the right to request additional disclosures provided for below as follows:

Upon my written request to the Company within a reasonable period of time after my receipt of this *Fair Credit Reporting Act Consumer Disclosure and General Authorization*, the Company shall make a complete and accurate disclosure of the nature and scope of the investigation requested. It is understood that this disclosure shall be made in writing, mailed, or otherwise delivered, to me not later than five (5) days after the date on which the request for such disclosure was received from me or such report was first requested, whichever is later in time.

I acknowledge that I have received a copy of the “Summary of Your Rights under the Fair Credit Reporting Act” prepared pursuant to 15 U.S.C. section 1681(g)(c).

I hereby knowingly and voluntarily authorize Wilmington Housing Authority to obtain a consumer report or investigative consumer report on me as part of the Company’s pre-employment background screening process. If I am offered employment by Wilmington Housing Authority, I further authorize Wilmington Housing Authority to obtain additional consumer reports or investigative consumer reports on me for employment purposes at any time during my employment.

This Disclosure and Authorization form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by the Company.

Applicant’s Signature _____ Date: _____

Print Full Name: _____ Previous Last Names _____

Social Security Number: _____ City and State of Birth: _____

Driver’s License No. _____ State of Issue: _____

License Expiration Date: _____ Date of Birth: _____

Dates Attended High School – Start _____ End _____ Email address: _____

Current Address: _____

Previous addresses if at above address for less than seven years: _____
