



## APPLICATION FOR EMPLOYMENT

We do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job related factors.

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for signatures at the end of this application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

POSITION APPLIED FOR \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

Are you seeking: Full-time \_\_\_\_ Part-time \_\_\_\_ Temporary \_\_\_\_ employment?

When can you start work? \_\_\_\_\_

### **Personal Information**

\_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Current Address City State Zip Code

\_\_\_\_\_  
Phone Number

Are you legally eligible to work in the U.S Yes \_\_\_\_ No \_\_\_\_

Social Security Number \_\_\_\_\_

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Have you ever applied for employment here before? Yes \_\_\_\_ No \_\_\_\_ If yes, when? \_\_\_\_\_

Were you ever employed here before? Yes \_\_\_\_ No \_\_\_\_ If yes, when? \_\_\_\_\_

Have you ever been convicted of any law violation (except a minor traffic violation) Yes \_\_\_\_ No \_\_\_\_

If yes, give details \_\_\_\_\_

(A 'yes' answer does not automatically disqualify you from employment, since the nature of the offense, date, and the job for which you are applying will also be considered.)

Are you now or do you expect to be engaged in any other business or employment? Yes \_\_\_\_ No \_\_\_\_

If yes, please explain \_\_\_\_\_

**For Driving jobs only:** Do you have a valid driver's license? Yes \_\_\_\_ No \_\_\_\_

Driver's License Number \_\_\_\_\_ Class of License \_\_\_\_\_

Have you had your driver's license suspended or revoked in the last 3 years? Yes \_\_\_\_ No \_\_\_\_

If yes, give details \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or other protected status.)

\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

Highest Grade Completed      1 2 3 4 5 6 7 8      9 10 11 12      1 2 3 4      1 2 3 4  
(Circle One)                      Grade School                      High school                      College                      Post Graduate

Name of school last attended \_\_\_\_\_

Vocational or Trade training \_\_\_\_\_

Professional Training \_\_\_\_\_

What skills or additional training do you have that are related to the job for which you are applying?

\_\_\_\_\_  
\_\_\_\_\_

What machines or equipment can you operate that are related to the job for which you are applying?

\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY**

List below your work experience (starting with your present or most recent employer). Use the reverse side of the application form if you need additional space. Please account for all periods of unemployment in this section.

Date of Employment	Name and Address of Employer	Name and Title of Supervisor	Your Job Title	Salary
From				
To				

Briefly describe your job duties and work experience

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Reason for leaving (if discharged-state reason) \_\_\_\_\_

Date of Employment	Name and Address of Employer		Name and Title of Supervisor	Your Job Title	Salary
From					
To					

Briefly describe your job duties and work experience

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Reason for leaving (if discharged-state reason) \_\_\_\_\_

Date of Employment	Name and Address of Employer		Name and Title of Supervisor	Your Job Title	Salary
From					
To					

Briefly describe your job duties and work experience

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Reason for leaving (if discharged-state reason) \_\_\_\_\_

Are you presently employed? Yes \_\_\_ No \_\_\_

If yes, may we contact your employer? Yes \_\_\_ No \_\_\_

Have you ever been fired from a job or asked to resign? Yes \_\_\_ No \_\_\_

If yes, please explain: \_\_\_\_\_

**REFERENCES**

Give three references, not relatives or former employers.

<b>Name</b>	<b>Address</b>	<b>Phone</b>
1)		
2)		
3)		

**APPLICANT'S STATEMENT**

I have applied for employment with the Youngstown Metropolitan housing Authority. I am aware that the Youngstown Metropolitan Housing Authority will verify all information provided by me on my employment application. Any information obtained by the YMHA while checking the information provided by me in my employment application shall be held in confidence by the YMHA and used only for evaluating my suitability for employment by YMHA.

I understand that if employed, false statements or omissions on this application are grounds for immediate dismissal upon discovery thereof. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liabilities for any damage that may result from furnishing the same to you.

I understand that his application for employment is only good for ninety (90) days from the date I signed this form.

I understand that I may be required to undergo a medical examination before beginning work; and from time to time as required if I am employed, for any reason, including drug, alcohol or disease detection.

In consideration of my employment, I agree to abide by YMHA's rules and regulations. If employed, I understand that my employment and compensation are at will and can be terminated, with or without cause, and with or without notice, at any time at the option of either YMHA or myself. I understand that no manager or supervisor other than the executive Director of YMHA has any authority to enter into any agreement for employment or to make any agreement contrary to the foregoing.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

## **AUTHORIZATION**

I, \_\_\_\_\_, am an applicant for employment at the Youngstown Metropolitan Housing Authority. I hereby authorize and release to the Youngstown Metropolitan Housing Authority or its designated agent the authority to contact all references provided to the Youngstown Metropolitan Housing Authority in my employment application including, but not limited to, a check of records for any criminal convictions with police authorities.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*