

ALLEGHENY COUNTY HOUSING AUTHORITY
301 Chartiers Avenue
McKees Rocks, PA 15136
412-355-8940

APPLICATION FOR EMPLOYMENT

GENERAL INFORMATION (Please Print Clearly)

DATE OF APPLICATION: _____

POSITION(S) APPLIED FOR: _____

Name: _____
Last First Middle

Present Address: _____ **How long have You lived there:** _____
Street and Number City State and Zip Years Months

Previous Address: _____ **How long did You live there:** _____
Street and Number City State and Zip Years Months

Home Phone: _____ **Cellular Phone:** _____

Email: _____ **Referral Source:** _____

If hired, can you provide proof that you are over 18 years of age? YES NO

Have you ever been previously employed by the ACHA? YES NO If yes, give date(s) and position(s) held: _____

Have you ever used another name? YES NO If yes, list all names? _____

If hired, can you provide proof that you are authorized to work in the United States on an unrestricted basis? YES NO

Are you capable of satisfactorily performing the essential job duties of the position, with or without a reasonable accommodation, for which you are applying? YES NO

Do you possess a current Driver's License? YES NO State: _____

Have you ever pled guilty or been convicted of a misdemeanor or felony? YES NO If yes, please list date(s) and circumstances: _____

Do you have any relatives working for the Housing Authority? YES NO If yes, please list their name, position and your relationship:

PREVIOUS EMPLOYMENT

Please list the names of your present and previous employers, starting with your most recent employment. Use additional pages if needed.

Employer:	Dates of Employment From:
Address:	To:
	Position:
Telephone:	Description of Work Performed:
Supervisor:	
Reason for Leaving:	
Salary/Hourly Rate Starting: Final:	

Employer:	Dates of Employment From:
Address:	To:
	Position:
Telephone:	Description of Work Performed:
Supervisor:	
Reason for Leaving:	
Salary/Hourly Rate - Starting: Final:	

Employer:	Dates of Employment From:
Address:	To:
	Position:
Telephone:	Description of Work Performed:
Supervisor:	
Reason for Leaving:	
Salary/Hourly Rate Starting: Final:	

Employer:	Dates of Employment
Address:	From:
	To:
	Position:
Telephone:	Description of Work Performed:
Supervisor:	
Reason for Leaving:	
Salary/Hourly Rate Starting: Final:	

May we contact the employers listed above? YES NO If no, please list employer(s) and indicate reason(s): _____

EDUCATION/ TRAINING

School Name	Years Completed (Circle One)	Diploma/ Degree	Course of Study/ Major	Specialized Training, Skills and Extra- Curricular Activities
High School:	9 10 11 12			
College/ University:	1 2 3 4			
Graduate/ Professional:	1 2 3 4			
Trade:				
Other:				

PERSONAL REFERENCES

Please list three persons who know you well – not previous employers or relatives.

Name	Address/ Telephone Number	Occupation	Years Acquainted

ACKNOWLEDGEMENT - Please read the following carefully and then sign below.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Allegheny County Housing Authority, either on its own or by and through an agent, to thoroughly investigate my references, work record, education and other matters related to my suitability for employment, such as criminal convictions and further authorize my present employer or any former employer or any other party, including any Government or law enforcement agency and the references I have listed, to disclose to the Allegheny County Housing Authority any and all letters, reports and other information related to my work record without giving me prior notice. In addition, I hereby release the Allegheny County Housing Authority, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

By way of my signature below, I understand that:

- Falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal,
- Allegheny County Housing Authority requires pre- employment screening as a condition of employment and if employed,
- If I am offered employment with the ACHA, I will be required to provide evidence of my identity and authorization for employment in the United States,
- This employment application, or the granting of an interview, does not represent a contract of employment or a promise of future benefits by Allegheny County Housing Authority,
- If hired by Allegheny County Housing Authority, my status will be that of an employee-at-will, meaning my employment can be terminated, with or without cause and with or without notice at any time,
- If hired I agree to abide by all rules and regulations of the Allegheny County Housing Authority and that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.

I have read and understand the above statement. This application is complete and accurate to the best of my knowledge.

Allegheny County Housing Authority is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

Signature: _____ **Date:** _____