

**FORT COLLINS HOUSING AUTHORITY
Employment Application**

The Fort Collins Housing Authority is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, marital status, disability or veteran status. FCHA bases employment decisions on merit, qualifications, experience and abilities.

APPLICANT CONTACT INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone numbers, including area codes, we use to contact you:

Work: _____ Home: _____

Cell: _____ Other: _____

E-mail address we may use to contact you: _____

POSITION AND LEGAL ELIGIBILITY

What position are you applying for? _____

When would you be available to begin work? _____ Full Time? Part Time?

Are you legally eligible for employment in the United States? Yes No

Are you 18 years of age or older? Yes No

Have you ever been convicted of a felony or a misdemeanor other than a minor traffic violation? Yes No

If yes, provide details: _____

(A conviction will not necessarily disqualify you for employment. Factors such as the nature of the crime and rehabilitation will be considered.)

EDUCATION AND TRAINING

Please complete as applicable to the position for which you are applying:

	Name and Location (City and State) of School	Course of Study	No. of Years Completed	Diploma or Degree Received
High School				
Vocational or Trade School				
College				

JOB-RELATED SKILLS

Describe any skills or additional training related to the position for which you are applying:

List any machines or equipment you can operate related to the job for which you are applying:

If the position you are applying for involves driving on the job, please complete the following:

Valid Driver's License Number _____ State _____ Class _____

Has your driver's license been suspended or revoked in the past three years? Yes No

If yes, provide details: _____

EMPLOYMENT HISTORY

Please account for any three-month period during the past ten years that you were not working:

From (Month/Year)	To (Month/Year)	Reason

Below and on the following page, please provide your employment history for the past ten years, beginning with your current or most recent position. You may include earlier history if it is relevant to the position for which you are applying. Insert additional copies of the following page if you need more space.

Employer		Supervisor	
Location (City & State)		Phone No.	
Position		Start & End Dates (Mo/Yr)	
Duties			

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Position		Start & End Dates (Mo/Yr)	
Duties			
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Employer		Supervisor	
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Position		Start & End Dates (Mo/Yr)	
Duties			
Employer		Supervisor	
Location (City & State)		Phone No.	
Position		Start & End Dates (Mo/Yr)	
Duties			

OTHER EXPERIENCE

Please describe any other experience you have had related to the position for which you are applying. You may include academic honors, organizational affiliations, civic activities, etc. *Omit experience that reveals your race, color, religion, national origin, age, sex, sexual orientation, marital status, disability or veteran status.*

REFERENCES

Have you worked or attended school under any other names? Yes No If yes, provide names:

If you are currently employed, may we contact your employer for a reference? Yes No N/A

Please provide three personal or professional references who are not school officials, former employers or relatives. You may include teachers, healthcare professionals, business associates, coworkers, friends, etc.

Name		Phone No.	
Location (City & State)		Relationship	
Name		Phone No.	
Location (City & State)		Relationship	
Name		Phone No.	
Location (City & State)		Relationship	

ADDITIONAL COMMENTS

Briefly explain why you would like to work at the Fort Collins Housing Authority and tell us anything else not already presented that would help us assess your suitability for the position for which you are applying.

ACKNOWLEDGMENT

I understand that submitting this application or subsequently receiving an offer of employment does not constitute a contract of employment, either expressed or implied. I certify that all information provided in this application is true and complete. I understand that any false information or omissions may disqualify me from further consideration for employment and, if discovered subsequent to being employed, could result in my dismissal.

Applicant Signature

Date