The Douglas County Housing Authority promotes and maintains equal employment opportunity in accordance with all federal and state laws. We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

All Douglas County Housing Authority properties are smoke free.

Date: _____

Applicant

Name: _____ _____ _____
(First) (Last) (Middle Initial)

Address: _____

Home Phone: (_____) _____ Alternate Phone: (_____) _____

Email: _____ Fax Number: _____

Social Security Number: _____ Referred by: _____

Position Applied for: _____ Volunteer Full-Time Part-Time

If part-time, specify days and hours: _____

Are you at least 18 years of age? Yes No (Circle One)

Minimum Salary Required, if applicable: _____ Date Available: _____

Personal Data

Please list all names under which you have been employed (maiden, married, alias, etc.) including current name:

_____

_____

Have you used tobacco products in the last 12 months? Yes No (Circle One)

Have you ever applied for a position at Douglas County Housing Authority? Yes No
If yes, month and year: _____ Position: _____

Have you ever held a position with us before? Yes No If yes, when? _____

Do you have a relative who is a volunteer or an employee at Douglas County Housing Authority?

Yes No If yes, who? _____ Relationship: _____

Have you ever been convicted of a felony, any offense involving physical abuse of others, destruction of property, theft, or misappropriation of funds? Yes No
(Answering "yes" does not automatically disqualify you from employment since the nature of the offense, the date of the offense and type of job for which you are applying will be considered.)

If yes, please explain: _____

Education

Please list all education, starting with highest year completed. List name of school, university, or institution and location.

Name & Location	Did you graduate?	GPA?	Degree, Credit Hours, Certificate Received	List Major or Primary Course of Study

Employment History

A. Present or Last Employer

Employer: _____
Address: _____
Phone Number: _____ Supervisor: _____
Date of Employment- Began: _____ To: _____ Full-time Part-time
Salary- Starting: _____ Final: _____ May we contact this employer? _____
Job Title: _____
Duties, Jobs Performed: _____
_____
_____
_____
_____
Reason for Leaving: _____

B. Previous Employer

Employer: _____
Address: _____
Phone Number: _____ Supervisor: _____
Date of Employment- Began: _____ To: _____ Full-time Part-time
Salary- Starting: _____ Final: _____ May we contact this employer? _____
Job Title: _____
Duties, Jobs Performed: _____
_____
_____
_____
_____
Reason for Leaving: _____

C. Previous Employer

Employer: _____
Address: _____
Phone Number: _____ Supervisor: _____
Date of Employment- Began: _____ To: _____ Full-time Part-time
Salary- Starting: _____ Final: _____ May we contact this employer? _____
Job Title: _____
Duties, Jobs Performed: _____
_____
_____
_____
_____
Reason for Leaving: _____

D. Previous Employer

Employer: _____
Address: _____
Phone Number: _____ Supervisor: _____
Date of Employment- Began: _____ To: _____ Full-time Part-time
Salary- Starting: _____ Final: _____ May we contact this employer? _____
Job Title: _____
Duties, Jobs Performed: _____
_____
_____
_____
_____
Reason for Leaving: _____

Business References

A. Name: _____ Occupation: _____
Address: _____
Personal Phone: _____ Business Phone: _____
B. Name: _____ Occupation: _____
Address: _____
Personal Phone: _____ Business Phone: _____
C. Name: _____ Occupation: _____
Address: _____
Personal Phone: _____ Business Phone: _____
D. Name: _____ Occupation: _____
Address: _____
Personal Phone: _____ Business Phone: _____

Driving Record

Before Douglas County Housing Authority employs any candidate for a position involving driving, we will check and evaluate the candidate's driving record.

Do you have a valid driver's license? Yes No (Circle One)

Driver's License State: _____ Number: _____ Expiration Date: _____

During the past three (3) years, have you ever been denied a driver's license or convicted of a moving traffic offense, including but not limited to: speeding, driving while intoxicated (driving under the influence) or reckless driving? (Answering "yes" does not automatically disqualify you from employment since the nature of the offense, the date of the offense, and type of job for which you are applying will be considered.) Yes No
If yes, please explain: _____
_____

Authorization/ Release of Liability

I acknowledge that in connection with my employment or application for employment that I may be required to take a medical, psychological, or drug screen examination. I hereby authorize the release to the Douglas County Housing Authority the results of the examinations or drug screen including sampling of fluids, performed by any doctor(s) or clinic(s) to which I am referred by the Douglas County Housing Authority. I authorize the Douglas County Housing Authority to make a bona fide communication of this information within the Douglas County Housing Authority to those who have an interest in the subject matter of the information and to whom it is proper to give the information.

I authorize educational institutions, references, law enforcement agencies, private/state organizations and previous employers having information about me to release any and all information to the Douglas County Housing Authority. I am signing this Authorization/Release of Liability voluntarily so that the Douglas County Housing Authority can evaluate my suitability for employment with them. I, therefore, waive and release educational institutions, references, law enforcement agencies, private/state organizations, and previous employers from any and all claims or causes of action in law or equity, including but not limited to, defamation of character or invasion of privacy which might arise from responding to the Douglas County Housing Authority's request for information.

Signature: _____ Date: _____