

**WASHINGTON COUNTY HOUSING AUTHORITY**  
**100 S. FRANKLIN ST., CRUMRINE TOWER**  
**WASHINGTON, PA 15301**  
**724-228-6060**

**APPLICATION FOR EMPLOYMENT**

**GENERAL INFORMATION**

**DATE OF APPLICATION:** \_\_\_\_\_

**POSITION DESIRED:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
Last First Middle

**Present address:** \_\_\_\_\_  
Number and Street City Zip Code

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Referral Source:** \_\_\_\_\_

Please list any special training, certifications, or skills, (languages, machine operation, etc.)

Are you legally authorized to work in the United States? YES NO

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

Have you ever pled guilty or been convicted of a misdemeanor or felony? YES NO

If yes, please list dates(s) and circumstances: \_\_\_\_\_

Have you ever been employed by the WCHA? YES NO Dates: \_\_\_\_\_

Do you possess a current PA Driver's License? 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 have any relatives working for the Housing Authority? YES NO

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

**PREVIOUS EMPLOYMENT**

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

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

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

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

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

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	Diploma/ Degree	Course of Study/ Major	Specialized Training, Skills and Extra-Curricular Activities
High School:				
College/ University:				
Graduate/ Professional:				
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 Washington 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 Washington County Housing Authority and all letters, reports and other information related to my work record without giving me prior notice. In addition, I hereby release the Washington 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,
- Washington County Housing Authority requires pre-employment screening as a condition of employment and if employed ,
- If I am offered employment with the WCHA, I will be required to provide evidence of my identity and authorization for employment in the United States,
- This employment application , of the granting of an interview, does not represent a contract of employment or a promise of future benefits by Washington County Housing Authority,
- If hired by the Washington 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 Washington County Housing Authority and that neither the policies, rules, regulation 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.

Washington 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 \_\_\_\_\_