

A color calibration bar is positioned around the perimeter of the page. It consists of a grid of small squares in various colors, including reds, blues, greens, and greys, used for ensuring color accuracy in printing.

Housing Authority City of Orange

Application Packet

The central image features a whole orange with two green leaves attached to its stem. In front of the whole orange are two slices of orange, showing the internal segments and the white pith. The oranges are set against a plain white background, and the entire composition is framed by the color calibration bar.

EMPLOYMENT APPLICATION

Housing Authority City of
Orange



The Housing Authority City of Orange is an Equal Opportunity Employer

Housing Authority City of Orange
516 Burton * P.O. Box 3107
Orange, TX 77631-3107

Last

First

MI

Date of Application

APPLICATION FOR EMPLOYMENT

DATE: _____ POSITION: _____ DATE AVAILABLE: _____

NAME: _____ S.S. # _____ / _____ / _____
Last First M.I.

PRESENT ADDRESS: _____
Street City State Zip

Time at above Address: _____ / _____ (Years/Months)

Current Telephone Number: _____ Alternate/Cell Phone Number: _____

E-mail Address: _____ FAX Number: _____

Type of employment desired: ☐ Full-time ☐ Temporary

Previous Address: List chronologically all your residences for the past 10 years. Include addresses while attending school or away from home.

Date: From/To		Street Address		City		State	
Date: From/To		Street Address		City		State	
Date: From/To		Street Address		City		State	
Date: From/To		Street Address		City		State	

☐ Yes ☐ No Are you legally authorized to work in the U.S.? (You will be required upon employment to submit verification of your legal right to work in the United States.)

☐ Yes ☐ No Are you 18 years old or older? If no, can you provide a work permit if necessary? _____

☐ Yes ☐ No Have you been convicted of a crime? If yes, please explain: _____

(Conviction will not necessarily disqualify an applicant from employment.).

☐ Yes ☐ No Have you worked for The Housing Authority City of Orange before? If yes, give dates: _____

☐ Yes ☐ No Can you work weekends, evenings, shifts?

☐ Yes ☐ No Do you smoke? (Texas applicants only)

☐ Yes ☐ No Can you travel, if required?

Current Driver's License Number: _____ State of Issue: _____

Expiration Date: _____ Non-Commercial ☐ Commercial Endorsement: _____

☐ Yes ☐ No Has your privilege to operate a motor vehicle ever been suspended or revoked, or have you ever been convicted of driving under the influence (D.U.I.)? If yes, explain fully below (give dates and incidences):

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

WORK HISTORY		
Employer:	Dates Employed	
Telephone: ()	FROM	TO
Address:		
Job Title:	Beginning Hourly Rate/Salary	
Supervisor and Title:	\$	Per
Reason for Leaving:	Ending Hourly Rate/Salary	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$	Per
Responsibilities:		

Employer:	Dates Employed	
Telephone: ()	FROM	TO
Address:		
Job Title:	Beginning Hourly Rate/Salary	
Supervisor and Title:	\$	Per
Reason for Leaving:	Ending Hourly Rate/Salary	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$	Per
Responsibilities:		

Employer:	Dates Employed	
Telephone: ()	FROM	TO
Address:		
Job Title:	Beginning Hourly Rate/Salary	
Supervisor and Title:	\$	Per
Reason for Leaving:	Ending Hourly Rate/Salary	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$	Per
Responsibilities:		

Comments:(Include explanation of any gaps in employment) _____

Have you ever been dismissed or asked to resign from any employment or position you have held? ☐ Yes ☐ No

Employer's Name _____ Date _____

If yes, give reason: _____

EDUCATIONAL BACKGROUND

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank E. Major field of study. F. Minor field of study (if applicable).					
A. School/Location	B. Years Completed	C. High School Diploma/GED Certificate/Degree	D. GPA	E. Major	F. Minor

PROFESSIONAL REFERENCES

List name and telephone of three business/work references that are not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you.		
Name and work/school relationship	Telephone	Years Known
	()	
	()	
	()	

ADDITIONAL INFORMATION

List professional, trade, business, or civic associations and any offices held. Exclude memberships that would reveal Sex, Race, Religion, National Origin, Age, Color, Disability, or any similarly protected status.	
Organization	Office Held

SKILLS AND EXPERIENCE: (Check any that apply to you.)

- | | | |
|---|--|--|
| <input type="checkbox"/> PC (Windows Environment) | <input type="checkbox"/> Bookkeeping/Accounting | <input type="checkbox"/> Shorthand/Speedwriting |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Adding Machine/Calculator | <input type="checkbox"/> Legal Transcription |
| <input type="checkbox"/> Typing (wpm _____) | <input type="checkbox"/> Data Entry/10-key | <input type="checkbox"/> Business Telephone/Intercom |
| <input type="checkbox"/> MS Office Applications | <input type="checkbox"/> Office Equipment (copier/fax) | <input type="checkbox"/> Other _____ |

List software/application proficiencies: _____

List work-related licensing or certifications: _____

List any additional information you would like us to consider (You may attach additional sheet.)

DISCLOSURES, DISCLOSURE AUTHORIZATION, AND RELEASE

I UNDERSTAND THAT:

If I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from The Housing Authority City of Orange, whenever it is discovered.

The Housing Authority City of Orange does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any application from consideration for employment on a basis prohibited by local, state, or federal law. The Housing Authority City of Orange does not discriminate on the basis of sex, race, religion, color, national origin, age, disability, veteran status, or any other protected class or status.

If employed, I may resign at any time, with or without notice or cause and the employer reserves the right to terminate or modify the relationship at any time with or without notice or cause. I agree to conform to the rules and regulations of The Housing Authority City of Orange and I understand that this application does not constitute an agreement for employment for any specified period or definite duration. I understand that no representative of the employer, has the authority to make any written or verbal commitment of employment with the Agency.

As a condition of employment or my continued employment, I will be required to provide proof of identity, and may be requested to submit to a urinalysis, drug screen, and/or other tests and that my failure to take such test(s) when requested to do so or unsatisfactory test results will disqualify me from consideration for employment, or if I am then employed, may result in my immediate dismissal. I further understand that any employment offer and/or my continued employment may be conditionally based upon satisfactory completion of background checks and police reports, and any information required to complete the employment process.

Although management attempts to accommodate individual circumstances, including religious observance requirements, business needs may at times make the following conditions required: overtime or work schedule that includes Saturday and Sunday.

I give The Housing Authority City of Orange and/or its authorized representatives the right to contact and obtain information from all references, employers, educational institutions, and to otherwise verify the accuracy of the information contained in this application. In exchange for consideration of my employment application, I release The Housing Authority City of Orange and its representatives and any organization or individual it may contact from any and all damages, liabilities, or claims that may exist or arise relating in any way to the release or receipt of information as provided herein. Further, I will not file or pursue any complaints, claims, or legal actions of any kind against any organization or individual that provides work-related information about me to the Company or any of its employees, representatives, or agents arising out of their efforts to obtain work-related information about me.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions. I certify that the facts I have provided in this employment application are true and complete.

Signature of Applicant: _____ Date _____ / _____ / _____

Typed or Printed Full Name: _____