

Macoupin County Housing Authority

Application for Employment

PERSONAL INFORMATION

Date: _____

Name: _____ Social Security # _____
(Last) (M.I.) (First)

Present Address: _____

(Zip) (Street) (City) (State)

Permanent Address: _____

(Zip) (Street) (City) (State)

Home Phone Number: _____ Other Phone Number: _____

Are you 16 years or older? YES NO Are you 18 years or older? YES NO

Date of birth: _____ (optional) Driver's License Number: _____

EMPLOYMENT DESIRED

Position Desired: _____

Date you can start: _____ Salary Desired _____ Are you employed now? _____ May we inquire there? _____

Ever applied to this company before? _____ Where? _____ When? _____

How did you find out about the position? _____

EDUCATION:

EDUCATION	NAME AND LOCATION OF SCHOOL	NO. OF YEARS ATTEN-DED	*DID YOU GRADUATE	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				

TRADE OR BUSINESS SCHOOLS				
CERTIFICATIONS OR LICENSES				

GENERAL

Have you ever been convicted of a crime or felony? If yes please explain:

Subjects of special study or special skills:

Activities:

FORMER EMPLOYERS (List below last four employers beginning with most recent employer first.)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

Which of these jobs did you like best?

What did you like most about this job?

REFERENCES: Give the names of three persons **not related** to you, whom you have known at least one year.

	NAME	PHONE NUMBER	HOW YOU ARE ACQUAINTED	# OF YRS.
1.				
2.				
3.				

In case of an emergency please notify:

(Name)	(Relationship)
(Address)	(Phone Number)

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am in consideration of my employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than it's CEO, and then only when in writing and signed by the CEO, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

(Date)	(Signature)
--------	-------------

**** Some job duties included, but are not limited to, painting, repairs, general maintenance, heavy lifting and bug extermination.**

****The Macoupin County Housing Authority is a Smoke free agency. Each MCHA property is designated as a smoke free campus and employees are not allowed to use prohibited tobacco products in any building or on any grounds managed by MCHA.**

Please attach recent resume (if applicable).

If this application is not filled out completely or correctly your application will not be considered for employment.

FOR OFFICE USE ONLY, DO NOT WRITE BELOW THIS LINE:

Interviewed by:	Date:	Location:	Salary wage:	
Availability:	Shift(s):	Appearance:		
Experience:				
Remarks:				
T-Shirt:	Size:	How many?:	Employee Initials:	Date: