

Housing Authority of Versailles

P.O. Box 1389, 519 Poplar Street

Versailles, KY 40383

Telephone: (859) 873-5351

Fax: (859) 873-1607

EMPLOYMENT APPLICATION

The Housing Authority of Versailles is an Equal Opportunity Employer that hires qualified candidates without regard to race, religion, sex, sexual orientation, age, national origin, ancestry, citizenship, disability, or veteran status.

Instructions: Please print clearly in black or blue ink or type. Answer all questions completely, sign and date the form at the end of application.

PERSONAL INFORMATION:

First Name _____

Middle Name _____

Last Name _____

Street Address

City, State, Zip Code

Home Phone Number

Cell Phone Number

Are you 18 years of age or older?

Yes ___ No ___

Social Security Number:

Date of Birth:

Are you eligible to work in the United States?

Can you provide proof?

_____ Yes _____ No

_____ Yes _____ No

Do you have a valid Kentucky Driver's License? _____ Yes _____ No

Have you been convicted of or pleaded no contest to a felony?

_____ Yes _____ No

If yes, please explain: _____

Are you able to perform all required job duties of this position?

_____ Yes _____ No If not, please explain: _____

POSITION/AVAILABILITY:

Position Applied For:

_____ Full-Time _____ Part-Time _____ Seasonal

What date are you available to start work?

Are you willing to work over-time?

_____ Yes _____ No

EDUCATION:

Name and Address of High School Attended - Degree/Diploma - Graduation Date

Name and Address of College/University Attended - Degree - Graduation Date

Other Education: _____

Skills and Qualifications: Certifications, Licenses, Skills, Training, Awards - Dates Received

Are you proficient in Microsoft Office Suite? Please list your experience.

Are you able to keep confidentiality and agree to sign a confidentiality form/contract once hired?

_____ Yes _____ No

EMPLOYMENT HISTORY:

Present or Last Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Job Duties/Responsibilities: _____

Salary: _____

Reason for Leaving: _____

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Job Duties/Responsibilities: _____

Salary: _____

Reason for Leaving: _____

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Job Duties/Responsibilities: _____

Salary: _____

Reason for Leaving: _____

May We Contact Your Present Employer?

_____ Yes _____ No

References (3):

Name/Title/Address/Phone

Name/Title/Address/Phone

Name/Title/Address/Phone

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

I understand that this employment application is not a contract and that it contains no representation of future or continued employment.

Signature _____

Date _____