



HOUSING AUTHORITY OF VERSAILLES



P.O. Box 1389
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1-800-648-6056 (TDD-for hearing/speech impaired only)
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www.versailleshousingauthority.org

ADMINISTRATIVE POSITION APPLICATION

Read the following before completing application:

1. This application is for Administrative positions.
2. Application may be rejected if answers are vague or application is incomplete.
3. If selected for a position, potential employees must pass a background check and a drug test.

GENERAL INFORMATION

Application Date: _____ **Position of Interest:** _____

Last Name First Middle

Street Address City State Zip

Home Number Cell Phone # Email Address

Do you have a valid driver's license? ___ Yes ___ No D.L. # _____
Are you 18 years of age or older? ___ Yes ___ No Have you previously been employed by a
Public Housing Community? ___ Yes ___ No Are you either a U.S. Citizen or legally eligible
for employment in this country? ___ Yes ___ No Consistent attendance and punctuality are
essential requirements of every job within Housing Authority of Versailles. Is there anything that
would interfere with your regular attendance and punctuality, if you were offered a job with the
agency? ___ Yes ___ No, If yes, please explain _____

EDUCATION AND QUALIFICATIONS

EDUCATION	Name of School and Address	Did you Graduate?
High School and/or GED		

College/University		
College/University		

SPECIAL SKILLS

	YES	NO	If yes, and years of experience
Office Equipment (computer, fax, telephone)			
Computer Skills (Excel & Microsoft Word)			
Accounts Receivable/Payable (processing invoices)			
Customer Service			
Letter Correspondence			
Handling Money (collecting rent)			
Ordering Supplies			

Do you have experience in the safe handling of cash/money orders/checks? ___Yes ___No, if yes, explain:

List any special courses, training, awards that you have received (and where received).

List any certifications you have with date of issuance and include copies.

What kind of computer software have you used? Indicate your proficiency level: _____

For this position, you must be able to sit, walk, stand, bend, and squat for periods of time throughout the day. Is there anything that would prevent you from doing this? ___Yes ___No, if yes, please explain:

What hours are you available for work? _____

Are there any days/times you are not available? _____

Have you ever been discharged, dismissed or requested to resign from any job? ___Yes ___No, If yes, please explain:

EMPLOYMENT HISTORY

Please list your employment history for the last (10) years. Begin with your most recent employment. **This section must be completed.** Please include a resume and answer all questions. **You must explain any period between jobs.**

Name of Present or Last Employer	Name of Supervisor:
Address:	Phone Number:
Job Title:	Employment Dates: From (month/year) To (month/year)
Describe Job Duties:	Salary/Hourly Rate: Start End
Reason for Leaving?	
Name of Present or Last Employer	Name of Supervisor:
Address:	Phone Number:
Job Title:	Employment Dates: From (month/year) To (month/year)
Describe Job Duties:	Salary/Hourly Rate: Start End
Reason for Leaving?	
Name of Present or Last Employer	Name of Supervisor:
Address:	Phone Number:
Job Title:	Employment Dates: From (month/year) To (month/year)
Describe Job Duties:	Salary/Hourly Rate: Start End
Reason for Leaving?	

Name of Present or Last Employer	Name of Supervisor:
Address:	Phone Number:
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Reason for Leaving?	
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Reason for Leaving?	
<hr/>	
Name of Present or Last Employer	Name of Supervisor:
Address:	Phone Number:
Job Title:	Employment Dates: From (month/year) To (month/year)
Describe Job Duties:	Salary/Hourly Rate: Start End
Reason for Leaving?	

REMEMBER TO FULLY COMPLETE APPLICATION BEFORE RETURNING

I hereby certify that the answers given by me in this application packet are true and correct and without consequential omission of any kind. I understand and agree that a false statement or omission constitutes sufficient cause for the withdrawal of any employment offer or my dismissal from employment resulting from the application. This application will be kept current for six (6) months. To be re-considered after this date, I must complete a new application. I understand if I am a person with a disability, I will request any needed reasonable accommodation to participate in the application process or interview process. This request must be made in writing within 30 days after the need is known. _____ (initial that you have read)

It is further understood that unilateral statements of policy which appear or may appear from time to time in employee handbooks, manuals, or other agency documents are not contracts and shall be construed to modify in any way the explicit provisions of the above statement. I understand that, if I am employed, I will be required to abide by all rules, regulations, and policies of the Housing Authority of Versailles. It is further understood that no person, other than the Executive Director in writing, has any authority to enter into any employment contract for a specified period of time or to otherwise enter into any employment contract on behalf of the Housing Authority of Versailles. _____ (initial that you have read)

I understand and agree that employees in training when first hired are subject to discharge at the Agency's sole discretion. All new employees shall be required to serve a minimum probationary period of ninety (90) working days from the date the employees' first day on site. A probationary employee is subject to discharge at the Agency's sole discretion and such action shall not be subject to the grievance or arbitration procedure. After such time, the duration of my employment is dependent upon continued satisfactory conduct and performance of work as well as upon the Agency's need for my services. The Housing Authority of Versailles may terminate my employment in accordance with the provisions of the applicable labor agreement. _____ (initial that you have read) Understanding that Kentucky is an at-will state.

All offers of hire are conditional based on the results of one or more of the following (but not limited to): post job offer criminal background checks, satisfactory completion of motor vehicle clearance, references, drug testing, administrative background checks, etc. I have read the above information and understand the disclaimer. I have also read the application addendum and consent to release information. **I declare, under penalty of perjury, that all information completed now and during my employment, if hired, is correct.** _____ (initial that you have read)

Can you perform the essential duties of the job for which you are applying with or without a reasonable accommodation? ___ Yes ___ No

Applicant's Signature: _____ Date: _____

APPLICATION ADDENDUM

Have you ever been convicted of a felony crime or misdemeanor? ___Yes ___No **If Yes**, please list the date and place of the offense, the charge, circumstances and the disposition. (A conviction will not necessarily automatically disqualify you for employment. Such factors such as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered. Use additional sheet if necessary).

Date of Conviction	Place	Charge	Final Sentence

Criminal History Notice: You are hereby notified that:

- 1) You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-146, 54-760 or 54-142a;
- 2) The criminal records subject to erasure pursuant to section 46b-146, 54-760 or 54-142a are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon, and
- 3) That any person whose criminal records have been erased pursuant to section 46b-146, 54-760 or 54-142a shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

I have read the above information and understand the disclaimer.

Print Name: _____

Applicant Signature: _____

Date: _____

The Housing Authority of Versailles is an Equal Opportunity Employer, dedicated to a policy of nondiscrimination in employment or application on any basis including race, color, national origin, ancestry, religion, sex, age, marital status, veteran status, sexual orientation or disability including but not limited to blindness or any other protected class. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

AUTHORIZATION RELEASE

As a condition of employment, I hereby authorize the Housing Authority of Application or its representative to investigate my background to determine suitability for employment and continued employment, if I am hired. In addition, I hereby authorize The Housing Authority of Versailles or its representative to investigate my criminal background and credit history for any positions involving the production of checks, financial responsibility or the handling of cash or tokens. I understand that all investigative procedures and conduct will conform to the requirements of Public Law 91-508 (The Fair Credit Reporting Act) and applicable state and federal statutes.

I authorize representatives from The Housing Authority of Versailles to obtain pertinent information from my previous employers, references, educational institutions and other persons with knowledge of my work history and background. I authorize my previous employers, references, and other persons with knowledge of my work history, character and background to provide information to the Housing Authority of Versailles and to release all such persons from liability and waive any and all claims, demands or causes of action whatsoever, in connection with the request for a release of such information.

I hereby authorize and request the applicable state agencies and/or a consumer reporting agency to conduct a search of police records concerning my convictions and/or driving records/ history and to release them from any and all liability for damage of whatsoever nature whether caused by negligence or otherwise, on account of furnishing the information above requested. (Information regarding criminal history will be available to the personnel department and to those individuals with a right to know). I understand I am not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-146, 54-76(o) or 54-142(a), which are records pertaining to a finding of youthful delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed, a criminal charge for which I have been found not guilty or a conviction for which I have received an absolute pardon. If my only criminal record consists of items that have been erased under the statutes listed above, then I may state that I have not been convicted.

I understand that the Housing Authority of Versailles intends to utilize the investigation into my background for employment purposes only and shall not disclose such information to any other party except as required by law. I agree that a facsimile (“fax”), electronic or photographic copy of this authorization be accepted with the same authority as the original. I hereby certify that the answers given by me in this application or other authorized paperwork are correct and without consequential omissions of any kind. I understand and agree that a false statement, misrepresentation or omission constitutes sufficient cause for the withdrawal of any employment offer or my dismissal from any employment resulting from the application and other forms completed by me. I fully understand the terms of this release.

Print Name

Signature

Date