



OFFICE OF HUMAN RESOURCES

400 U.S. Highway #1, Jersey City, NJ 07306

Telephone: 201-706-4680 Fax: 201-547-6653

## APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### PERSONAL INFORMATION

Please print all information in blue ink. Incomplete information could disqualify you from further consideration. Please complete all fields.

Name \_\_\_\_\_ Date \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Are you eligible to work in the U.S?  Yes  No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)  Yes  No

Can you work any shift?  Yes  No

Can you work overtime, including weekends?  Yes  No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?  Yes  No

### EMPLOYMENT DESIRED

Position desired \_\_\_\_\_

Date you can start \_\_\_\_\_ Hourly Rate/Salary desired \_\_\_\_\_

Are you currently employed?  If so, may we inquire of your present employer? \_\_\_\_\_

Name: \_\_\_\_\_

**REFERRAL SOURCE**

How did you hear about us? \_\_\_Walk In\_\_\_Advertisement\_\_\_Referral\_\_\_Other\_\_\_\_\_

Have you ever worked for this company before? \_\_\_No\_\_\_Yes When\_\_\_\_\_

Do you have any relatives currently working for the Jersey City Housing Authority? \_\_\_\_\_

**EDUCATION**

Name and location of school	Did you graduate?	Type of Degree Received
High School _____		
College or University _____		
Trade, Business or Correspondence School _____		

**EMPLOYMENT HISTORY**

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time.

**Employer Name** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_

Immediate supervisor and title \_\_\_\_\_

Summarize the nature of work performed and job responsibilities  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Employer Name** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_

Immediate supervisor and title \_\_\_\_\_

Summarize the nature of work performed and job responsibilities  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Name: \_\_\_\_\_

**Employer Name** \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_

Immediate supervisor and title \_\_\_\_\_

Summarize the nature of work performed and job responsibilities

\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Employer Name** \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_

Immediate supervisor and title \_\_\_\_\_

Summarize the nature of work performed and job responsibilities

\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Employer Name** \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_

Immediate supervisor and title \_\_\_\_\_

Summarize the nature of work performed and job responsibilities

\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Name: \_\_\_\_\_

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. \_\_\_\_\_

Computer Skills (please describe):  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES** Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Phone	Email	Company	Years Acquainted
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

**Please read carefully before signing.**

Jersey City Housing Authority (JCHA) is an equal opportunity employer. JCHA does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for JCHA to hire me. If I am hired, I understand that either JCHA or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of JCHA has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to JCHA true and complete information on this application. No requested information has been concealed. I authorize JCHA to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date \_\_\_\_\_ Signature \_\_\_\_\_