



Thomas Ryan
Execuvite Director

FOR OFFICE USE ONLY
Job Title: _____
Letter of Intention and Resume
 Yes No

HOUSING AMERICA CORPORATION

Human Resources Department
P.O Box 600 – 130 N. State Avenue, Somerton, Arizona 85350
(928) 627-4221 Fax: (928) 627-4213 (TTY) 711

Housing America Corporation Mission Statement

“Dedicated to improving communities in the area it serves by providing decent, safe, and affordable housing through education and economic opportunity to very-low, low, and moderate income individuals and families.”

VOLUNTEER APPLICATION

Housing America Corporation is an **Equal Opportunity Employer** and encourages all qualified individuals to apply for open positions.

Please answer all questions completely and accurately. Incorrect or false statements and omissions of facts may be cause for rejection or dismissal.

If any item does not apply to you, write “NA” for Not Applicable. Note, for completing “Volunteer History”: Fill in all spaces accurately and completely. Include all related volunteer, work experience, and military.

Position Applied For: _____
Date you're available to volunteer: _____
I will Accept: Volunteer Full-time Volunteer Part-Time

Applicant Information – Section A

Print Clearly

Name:	_____	_____	_____
	<small>Last</small>	<small>First</small>	<small>M.I.</small>
Email Address:	_____		
Mailing Address:	_____		
	<small>Street Name & Number</small>		
	_____	_____	_____
	<small>City</small>	<small>State</small>	<small>Zip Code</small>
Telephone:	Home: _____	Business: _____	Other: _____
Date of Birth:	_____	Social Security Number:	_____ (Needed for Background Check)
Can you provide verification of your eligibility to work in the United States?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Driver's License Number: #:	_____	State:	_____ Class: _____



Housing America Corporation does not discriminate on the basis of disability, actual or perceived sexual orientation, gender identity, or marital status in the admission access, treatment, or employment in any programs or activities.

Thomas Ryan has been designated to coordinate Limited English Proficiency and compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's Section 504 (24 CFR, part 8 dated June 2, 1988).



Applicant Information – Section A cont.

History

Are you currently, or have you ever been employed by Housing America Corp? Yes No

If yes, provide dates employed: _____

Do you have any relatives employed by Housing America Corp? Yes No

If yes, give name, relationship and position title: _____

Have you ever been convicted of a felony? Yes No

If yes, provide date, city, state, and nature of offense: _____

Any crime involving a sexual offense, an assault or the use of a weapon? Yes No

Any crime involving the use, possession or the furnishing of drugs? Yes No

Reckless driving, operating a motor vehicle while under the influence, or driving to endanger? Yes No

If yes, provide date, city, state, and nature of offense: _____

Reference - Section B

Print Clearly

Please List Three References

Name	Relationship	Time Known	Phone Number

Please answer the following:

Are you proficient in the Spanish Language? Yes No

If yes, Speak: Yes No Read: Yes No

Write: Yes No Translate: Yes No

Please check all areas in which you are proficient:

- | | | |
|---|--|---|
| <input type="checkbox"/> Corel Word Perfect | <input type="checkbox"/> Adobe Acrobat Reader | <input type="checkbox"/> TDD |
| <input type="checkbox"/> Corel Quattro Pro | <input type="checkbox"/> Internet | <input type="checkbox"/> Multi-line Phones |
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Typing, speed: _____ | <input type="checkbox"/> Mail Postage Machine |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> 10-key by touch, speed: _____ | <input type="checkbox"/> Shorthand |
| <input type="checkbox"/> Microsoft Office | <input type="checkbox"/> Copiers | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Fax | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> GroupWise | <input type="checkbox"/> Calculator | |



Housing America Corporation does not discriminate on the basis of disability, actual or perceived sexual orientation, gender identity, or marital status in the admission access, treatment, or employment in any programs or activities.

Thomas Ryan has been designated to coordinate Limited English Proficiency and compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's Section 504 (24 CFR, part 8 dated June 2, 1988).



Volunteer Record – Section C

Print Clearly

Have you volunteered for other organizations? Yes No

Volunteered From: _____ / _____ / _____ To: _____ / _____ / _____
MM DD YY MM DD YY

Title of your position: _____

Organization: _____

Address: _____
City State Zip

Phone: _____

Name and Title of Supervisor: _____

Number of employees supervised (if any): _____ Hours per week: _____

Reason for leaving: _____

May we contact organization? Yes No If no, please explain: _____

Duties of your position (**DO NOT STATE “SEE RESUME”**):

Volunteered From: _____ / _____ / _____ To: _____ / _____ / _____
MM DD YY MM DD YY

Title of your position: _____

Organization: _____

Address: _____
City State Zip

Phone: _____

Name and Title of Supervisor: _____

Number of employees supervised (if any): _____ Hours per week: _____

Reason for leaving: _____

May we contact organization? Yes No If no, please explain: _____

Duties of your position (**DO NOT STATE “SEE RESUME”**):



Other – Section D

Print Clearly

Why are you interested in volunteering with Housing America Corporation?

Please describe any work experience you think might be relevant to our program

Housing America Corporation has my permission to: *(please check below)*

Run a background check on me. Yes No

Run a motor vehicle records check on me if I decide to operate a HAC vehicle. Yes No

Verify the 3 references I have provided. Yes No



Housing America Corporation does not discriminate on the basis of disability, actual or perceived sexual orientation, gender identity, or marital status in the admission access, treatment, or employment in any programs or activities.

Thomas Ryan has been designated to coordinate Limited English Proficiency and compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development’s Section 504 (24 CFR, part 8 dated June 2, 1988).



SECTION E: CERTIFICATE OF APPLICANT

READ CAREFULLY BEFORE SIGNING

I, hereby, certify that the facts contained in this application are true, accurate and complete. I understand that any omissions or falsified statements on this application may be cause for disqualification for volunteering with Housing America Corporation or my dismissal. I, hereby, authorize Housing America Corporation to verify the accuracy of all statements contained in this application, resume, and/or supplemental, and employers/volunteers listed. I also authorize the employers/volunteers listed to provide Housing America Corporation with all information concerning my previous employment/volunteer and any pertinent information they may have, and release all parties from all liability for any damages that may result from furnishing such information.

Applicant's Signature

Date

How did you learn about this position?

- A. State Employment Office
- B. HAC Employee
- C. Bulletin Board
- D. Newspaper
- E. HAC Website
- F. Internet
- G. Radio
- H. Other



Housing America Corporation does not discriminate on the basis of disability, actual or perceived sexual orientation, gender identity, or marital status in the admission access, treatment, or employment in any programs or activities.

Thomas Ryan has been designated to coordinate Limited English Proficiency and compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's Section 504 (24 CFR, part 8 dated June 2, 1988).



TO BE COMPLETED VOLUNTARILY BY APPLICANT

**HOUSING AMERICA CORPORATION
HUMAN RESOURCES DEPARTMENT**

Please complete this information for statistical purposes. It will be detached from the application, and will not be used to make employment decisions.

Position Applied for: _____

Sex: **Female** **Male** **Age Group:** **Under 40** **Over 40**

Ethnic Category (Check One):

1. **White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian subcontinent.
2. **Black (not of Hispanic origin):** All persons having origins in any of the black racial groups.
3. **Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin, regardless of race.
4. **Asian or Pacific Islanders:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
5. **American Indian or Alaska Native:** All persons having origins in any of the original peoples of North America.



Housing America Corporation does not discriminate on the basis of disability, actual or perceived sexual orientation, gender identity, or marital status in the admission access, treatment, or employment in any programs or activities.

Thomas Ryan has been designated to coordinate Limited English Proficiency and compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's Section 504 (24 CFR, part 8 dated June 2, 1988).



VOLUNTEER'S ACKNOWLEDGEMENT, WAIVER and RELEASE OF LIABILITY

Type of Volunteer Activity: General Volunteer

Date(s): _____

In consideration of the organizer allowing me the opportunity to participate in the above named program:

- I attest and verify that I am eighteen (18) years of age or older, that I am in good health, and have no known conditions that would be impacted in any way by performance of my volunteer duties. My participation in activities and events organized or sponsored by Housing America Corporation is voluntary.
- I assume all risks associated with my participation in activities and events organized or sponsored by Housing America Corporation., including injuries or illness to person and damage or loss to property.
- For any injury, illness, property damage or loss suffered or sustained by me which is in any way associated with my participation in, travel to and from, or other activity associated with the above noted program or event, I do hereby, for myself, my heirs, my administrators and executors, forever WAIVE, RELEASE AND DISCHARGE and agree to indemnify for any and all rights and claims, for any expenses, damages or other losses which I may have or which may hereinafter accrue, against: **Housing America Corporation** including sponsors and organizations or their respective representatives, officers, directors, employees, agents, successors and assigns.
- In the event that I am unable to do so on my own because of injury, I consent to administration of first aid and other medical treatment in the event of injury and agree to pay to costs of such treatment.
- I understand that at this event or related activities, I may be photographed. I agree to allow my photo, video or film likeness to be used for any legitimate purpose by the event holders, producers, sponsors, organizers and/or assigns.

This VOLUNTEER'S ACKNOWLEDGMENT, WAIVER and RELEASE of LIABILITY shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law. I hereby certify that I have read this document and that I understand its content.

Volunteer's Name (Please Print)

Volunteer's Signature

Date Signed

**Please mail, fax or scan your completed application to:
Housing America Corporation
Attention: Paola A. Nieves, Office Manager
130 N. State Avenue, P.O. Box 600, Somerton, AZ 85350
928-627-4213 Fax
PNieves@hacorp.org**

HAC USE ONLY

Received _____ Contacted _____ Orientation _____ Background Check _____



Housing America Corporation does not discriminate on the basis of disability, actual or perceived sexual orientation, gender identity, or marital status in the admission access, treatment, or employment in any programs or activities.

Thomas Ryan has been designated to coordinate Limited English Proficiency and compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's Section 504 (24 CFR, part 8 dated June 2, 1988).

