





## Employment Record – Section C

### Type of Print Clearly

List all the jobs you have held and periods of unemployment in the past ten years. **Put your present or most recent job first.**

Employed From:      /      /      To:      /      /       
MM DD YY MM DD YY

Title of your position: \_\_\_\_\_

Employer: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

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 employer?  Yes  No If no, please explain: \_\_\_\_\_

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

---

---

Employed From:      /      /      To:      /      /       
MM DD YY MM DD YY

Title of your position: \_\_\_\_\_

Employer: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

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 employer?  Yes  No If no, please explain: \_\_\_\_\_

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



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.



Yolanda Galindo 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).

**Employment Record cont. – Section C**

**Type of Print Clearly**

Employed From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YY MM DD YY

Title of your position: \_\_\_\_\_

Employer: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

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 employer? [ ] Yes [ ] No If no, please explain: \_\_\_\_\_

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

Employed From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YY MM DD YY

Title of your position: \_\_\_\_\_

Employer: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

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 employer? [ ] Yes [ ] No If no, please explain: \_\_\_\_\_

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



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.

Yolanda Galindo 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 employment 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 listed. I also authorize the employers listed to provide Housing America Corporation with all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damages that may result from furnishing such information.

**“I further understand that, if employed in a grant funded position, my continued employment is contingent upon availability of funds and my position will be abolished when the grant expires unless alternate funding is secured.”**

\_\_\_\_\_   
 Applicant’s Signature

\_\_\_\_\_   
 Date

HUMAN RESOURCES DEPARTMENT  
USE ONLY  
DO NOT WRITE IN THIS SPACE

MEETS MINIMUM QUAL.

YES

NO

INCOMPLETE APPLICATION

LACKS EXPERIENCE

LACKS EDUC./CERT.

RECEIVED LATE

HR DIR. INITIAL \_\_\_\_\_

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.

Yolanda Galindo 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.  
Yolanda Galindo 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).



# HOUSING AMERICA CORPORATION EMPLOYMENT APPLICATION SUPPLEMENTAL INFORMATION

THE FOLLOWING INFORMATION MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION FOR EMPLOYMENT

**PRE- EMPLOYMENT DRUG TESTING POLICY:**

Housing America Corporation is committed to a drug-free workplace to protect the safety of workers and the public. It is the policy of Housing America Corporation that applicants submit to pre-employment drug testing to show they are drug free:

1. In consideration for my being considered for employment by the Housing America Corporation, I give my consent to, and authorize, any County designated collection site, and a SAMHSA certified laboratory, to perform any testing necessary to determine the presence and/or level of illegal drugs in my urine.
2. I give my consent for the release to Housing America Corporation of the result of any medical tests pursuant to paragraph 1.above. All physicians, employees, and agents who work to perform services for the above organizations shall be held harmless from any action that may arise out of such test results being disclosed to Housing America Corporation and its agents and employees.
3. I understand and acknowledge that any of the following will constitute a violation of this Pre-employment Drug Testing policy for Housing America Corporation: a. Refusal to sign this or any related form. b. Failure to appear to be tested. c. Leaving the collection site for any reason prior to providing a sample. d. The adulteration of any sample. e. A positive test result.
4. As a result of Paragraph 3.above, any prior conditional offer of employment will be withdrawn.

**CONSENT AND AUTHORIZATION STATEMENT:**

In consideration of Housing America Corporation processing my application for employment, I acknowledge that I have read and understand the meaning of the above statement of policy and that I hereby consent and agree to the terms and conditions stated in paragraphs 1-4 above. This release from liability given by me to Housing America Corporation and its employees, and all others as mentioned previously shall apply to any right of action of any nature whatsoever that might accrue to me, my heirs, my personal representatives, successors and assigns. I acknowledge that failure to pass the drug test or any other stated conditions of employment will render me ineligible for employment with Housing America Corporation for a minimum of one (1) year.

\_\_\_\_\_  
Applicant's Printed Name                      Date

\_\_\_\_\_  
Applicant's Signature    Date

\_\_\_\_\_  
Parent or Guardian    Date

\_\_\_\_\_  
Witness    Date

\*If under 18, a parent or guardian's signature is required. I understand this authorization is valid for a period of two (2) years.



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.  
Yolanda Galindo 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).

