

NOTICE TO APPLICANTS

We are pleased that you have chosen to apply for a job with Burlington Housing Authority. The Authority offers many challenging work opportunities.

The Authority is an equal opportunity employer. It is the policy of the Authority to consider all applicants for employment based on their qualifications in light of job vacancies. The Authority fully complies with all applicable laws which prohibit discrimination on the basis of race, color, religion, sex, national origin, age or disability.

If you need a job application in an alternative accessible format, or if at any point during the interview or hiring process you require an auxiliary aid or accommodation, please contact the Affirmative Action Officer within a reasonable time prior to the time you will require such aid or accommodation.

To be sure that your application receives full consideration, you must fill it in completely and accurately. Applications are considered active for one year from the date they are filed. After one year, applications are retired to an inactive file and held in an inactive status for a period of time required by law. If you have not been hired within one year from the date you filed your application and you wish to be considered for jobs that become available after that date, you must return to this office and fill out a new application or update your old application.

The Authority’s Affirmative Action Officer is **Carol Steele/Accounting Assistant/HR**

This Notice is available in alternative formats from the Affirmative Action Officer.

BURLINGTON HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Burlington Housing Authority to provide reasonable accommodations to qualified individuals with a disability who are applicants for employment or employees.

– REASONABLE ACCOMMODATION FORM UPON REQUEST.

PROHIBITION OF DISCRIMINATION: “DISCRIMINATION AGAINST ANY PERSON IN ANY PRACTICE OR PROCEDURE IN ADVERTISING, RECRUITMENT, REFERRAL, TESTING, HIRING, TRANSFER, PROMOTION OR ANY OTHER TERM, CONDITION OR PRIVILEGE OF EMPLOYMENT WHICH LIMITS OR ADVERSELY AFFECTS EMPLOYMENT OPPORTUNITIES, BECAUSE OF POLITICAL OR RELIGIOUS OPTIONS OR AFFILIATION, OR BECAUSE OF RACE, COLOR, SEX, NATIONAL ORIGIN, MARITAL STATUS, PREGNANCY, PARENTHOOD, AGE, SEXUAL ORIENTATION, STATUS AS A VIETNAM ERA VETERAN OR HANDICAP WHICH IS UNRELATED TO THE PERSON’S OCCUPATIONAL QUALIFICATION, IS PROHIBITED; PROVIDED THAT NOTHING IN THIS SECTION IS INTENDED TO PROHIBIT THE AUTHORITY FROM TAKING REASONABLE AFFIRMATAIVE ACTION TO ELIMINATE THE EFFECT OF DISCRIMINATION”.

**BURLINGTON HOUSING AUTHORITY
EMPLOYMENT APPLICATION**

An Equal Opportunity Affirmative Action Employer - Reasonable Accommodation upon Request

**133 N. Ireland Street • P. O. BOX 2380 • BURLINGTON, NC 27216-2380
(336) 226-8421 • FAX (336) 226-9365**

INSTRUCTIONS: All applicants must submit a complete, current, separate and signed application for each position applied for. Do not substitute a resume' or any other type application for this position. Please clearly print or type. Label any attachments with your full name and social security number. Unsigned or incomplete applications will not be considered. Once submitted, application materials become the property of Burlington Housing Authority.

POSITION APPLIED FOR: _____ **DATE:** _____

Social Security Number

Employment you are seeking:

Full Time Part Time

Name _____
Last First Middle

Address _____
Number Street PO Box City State Zip

Telephone _____
Home Work Cell

Are you 18 or older? Yes No Have you ever worked for BHA? Yes No

General Information (Attach additional sheet if needed for explanation)

Are you a citizen of the U. S. or are you otherwise eligible for employment in the U.S.? Yes No
(Anyone offered employment is required to provide proper identification and documentation)

Do you have a valid driver's license? Yes No

Have you ever been convicted of a criminal offense including DWI or DUI in any court? Yes No
If yes, give date, place, charge, court and fine or sentence of conviction

A conviction does not automatically mean that you cannot be employed. The nature of the offense and when it occurred will be considered. Give all the facts so that a decision can be made.

Have you had disciplinary action taken against you in the past 12 months? Yes No
If yes, explain. (A YES will not automatically disqualify you)

Have you ever been fired or asked to resign from any job held? Yes No

May we contact your present employer for reference? Yes No
If no, explain.

EDUCATION: Give your complete educational history.

Circle highest school year completed.

1 2 3 4 5 6 7 8 9 10 11 12

Do you have a High School Diploma or equivalent? Yes No

EDUCATION Beyond High School	Name and Location	Attended				Did You Graduate?	Credit Hours	Degree, Diploma or Certificate Earned –or– Number of Years Completed	Major Subject
		FROM		TO					Minor Subject
		Mo.	Yr.	Mo.	Yr.				
College(s) or University	-----					Yes No		-----	
						Yes No		-----	
Graduate or Professional Schools	-----					Yes No		-----	
						Yes No		-----	
Technical Institute, Internship, Other	-----					Yes No		-----	
						Yes No		-----	

Skills, Knowledge & Abilities: Use this space to list any skills, knowledge, or abilities you have that you feel are applicable to the position for which you are applying. Include skills with equipment or machines you operate, typing speeds, shorthand, etc.

(a) _____

(e) _____

(b) _____

(f) _____

(c) _____

(g) _____

(d) _____

(h) _____

Registrations, Licenses, Certifications

List fields of work for which you have been registered, licensed or certified

Registration: _____ State: _____ No: _____ Exp. Date _____

Registration: _____ State: _____ No: _____ Exp. Date _____

Other: _____

EMPLOYMENT

Record your complete work history in the spaces below. Begin with your current or most recent employer first. Include military and related volunteer experience. Continuation sheets are available. Attach as many sheets as necessary to account for your full record. Be sure to account for gaps in your employment history. Please be thorough, including completing "DUTIES" lines. "See attached resume" alone is not acceptable in the "Duties" space.

A. Current or Most Recent Employment (or explain gap in employment)

Job Title _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ # employees supervised by you _____

Employer or company _____ Telephone # () _____

Date Employed _____ Address _____

Date Separated _____ Duties in Order of Importance _____

Reason for leaving or desiring a change: _____

B. Next Most Recent Employment (or explain gap in employment)

Job Title _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ # employees supervised by you _____

Employer or company _____ Telephone # () _____

Date Employed _____ Address _____

Date Separated _____ Duties in Order of Importance _____

Reason for leaving or desiring a change: _____

C. Next Employment (or explain gap in employment)

Job Title _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ # employees supervised by you _____

Employer or company _____ Telephone # () _____

Date Employed _____ Address _____

Date Separated _____ Duties in Order of Importance _____

Reason for leaving or desiring a change: _____

D. Next Employment (or explain gap in employment)

Job Title _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ # employees supervised by you _____

Employer or company _____ Telephone # () _____

Date Employed _____ Address _____

Date Separated _____ Duties in Order of Importance _____

Reason for leaving or desiring a change: _____

E. Next Employment (or explain gap in employment)

Job Title _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ # employees supervised by you _____
Employer or company _____ Telephone # () _____

Date Employed _____ Address _____
Date Separated _____ Duties in Order of Importance _____

Reason for leaving or desiring a change: _____

References

Name: _____ Address and Telephone No.: _____

EXPLANATIONS

Provide any explanation for previous sections if necessary.

Certification And Release

To the best of my knowledge and belief, the information given truly represents my background and experience. I understand that if I have knowingly or negligently misrepresented or falsified any of the application information I may be disqualified for employment consideration or dismissed from employment with Burlington Housing Authority.

I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same.

I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the Housing Authority; and associations, registration and licensing boards and others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right to have review information received from an employer or educational institution under a promise of confidentiality.

I understand that, if I apply or have applied for employment, I may be tested for drug and alcohol use to determine if I am currently abusing these substances. I consent to the testing and understand that the result could preclude my employment.

I further understand that if employed, my work will be subject to a six (6) month probationary period, and if it is found that I am not adapted to the assigned work, I may be terminated without further reason, and without prejudice.

Signature _____ Date _____

EMPLOYMENT

Record your complete work history in the spaces below. Begin with your current or most recent employer first. Include military and related volunteer experience. Continuation sheets are available. Attach as many sheets as necessary to account for your full record. Be sure to account for gaps in your employment history. Please be thorough, including completing "DUTIES" lines. "See attached resume" alone is not acceptable in the "Duties" space.

F. Current or Most Recent Employment (or explain gap in employment)

Job Title _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ # employees supervised by you _____

Employer or company _____ Telephone # () _____

Date Employed _____ Address _____

Date Separated _____ Duties in Order of Importance _____

Reason for leaving or desiring a change: _____

G. Next Most Recent Employment (or explain gap in employment)

Job Title _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ # employees supervised by you _____

Employer or company _____ Telephone # () _____

Date Employed _____ Address _____

Date Separated _____ Duties in Order of Importance _____

Reason for leaving or desiring a change: _____

H. Next Employment (or explain gap in employment)

Job Title _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ # employees supervised by you _____

Employer or company _____ Telephone # () _____

Date Employed _____ Address _____

Date Separated _____ Duties in Order of Importance _____

Reason for leaving or desiring a change: _____

I. Next Employment (or explain gap in employment)

Job Title _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ # employees supervised by you _____

Employer or company _____ Telephone # () _____

Date Employed _____ Address _____

Date Separated _____ Duties in Order of Importance _____

Reason for leaving or desiring a change: _____

J. Next Employment (or explain gap in employment)

Job Title _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ # employees supervised by you _____

Employer or company _____ Telephone # () _____

Date Employed _____ Address _____

Date Separated _____ Duties in Order of Importance _____

Reason for leaving or desiring a change: _____

References

Name: _____ Address and Telephone No.: _____

EXPLANATIONS

Provide any explanation for previous sections if necessary.

Certification And Release

To the best of my knowledge and belief, the information given truly represents my background and experience. I understand that if I have knowingly or negligently misrepresented or falsified any of the application information I may be disqualified for employment consideration or dismissed from employment with Burlington Housing Authority.

I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same.

I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the Housing Authority; and associations, registration and licensing boards and others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right to have review information received from an employer or educational institution under a promise of confidentiality.

I understand that, if I apply or have applied for employment, I may be tested for drug and alcohol use to determine if I am currently abusing these substances. I consent to the testing and understand that the result could preclude my employment.

I further understand that if employed, my work will be subject to a six (6) month probationary period, and if it is found that I am not adapted to the assigned work, I may be terminated without further reason, and without prejudice.

Signature _____ Date _____