



## **NIAGARA FALLS HOUSING AUTHORITY - EMPLOYMENT APPLICATION**

We are an Equal Opportunity Employer and subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion, and job status without regard to race, traits historically associated with race, color, religion, creed, national origin, or ancestry, sex, age, physical or mental disability, pregnancy, veteran or military status, actual or perceived sexual orientation, gender identity or expression, predisposing genetic characteristics, marital status, familial status, or any other legally recognized protected basis under federal, New York, or local laws.

Applicants with disabilities may be entitled to reasonable accommodation in accordance with applicable law. Please contact us if you believe you require reasonable accommodation(s) to complete this application or otherwise participate in the application process.

### **Applicant Information**

Full Name:

\_\_\_\_\_

*Last*

*First*

*M.I.*

Address:

\_\_\_\_\_

*Street Address*

*Apartment/Unit #*

\_\_\_\_\_

*City*

*State*

*ZIP Code*

Home Phone:

(    ) \_\_\_\_\_

E-mail:

\_\_\_\_\_

Position Applied for:

\_\_\_\_\_

Date Available to begin work:

\_\_\_\_\_

### **General Information**

How did you hear about this position?

- |  |   |                                   |
|--|---|-----------------------------------|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Company Employee | <input type="checkbox"/> Family   |
| <input type="checkbox"/> Friend        | <input type="checkbox"/> Company Website  | <input type="checkbox"/> Job Fair |
| <input type="checkbox"/> Walk-in       | <input type="checkbox"/> Other _____      |                                   |

Have you ever been employed by us before?  Yes  No.

If yes, provide date \_\_\_\_\_

Are you currently employed?  Yes  No

If yes, can we contact your employer?  Yes  No

If offered employment, can you provide proof that you are legally authorized to work in the United States?  Yes  No

If you are under 18 years of age, can you provide proof of eligibility to work?  Yes  No  Inapplicable

Can you travel if the job requires it?  Yes  No

Check availability for work:

- |   |                                    |                                    |
|---|------------------------------------|------------------------------------|
| <input type="checkbox"/> Shift                                  | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <input type="checkbox"/> Temporary Weekends (Saturday & Sunday) | <input type="checkbox"/> Overtime  |                                    |

Please indicate your availability below:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

### **Education and Training**

Circle last grade completed – Grade 1 2 3 4 5 6 7 8 9 10 11 12 College Masters Doctorate

Name and Address of School	Coursework studied	Degree Received
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\_\_\_\_\_

High School

\_\_\_\_\_

College/University

\_\_\_\_\_

Other Technical, Vocational, Graduate

List any special educational/academic achievements, awards, or honors:

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### **Skills**

Please list any skills you have that are appropriate for the position for which you are applying

\_\_\_\_\_

### **Interests/Accomplishments**

Please include any significant experience, interests and accomplishments gained while working as a volunteer or as a hobbyist that may be useful in the position you are seeking. You may exclude memberships that would reveal gender, sexual orientation, race, religion, national origin, age, ancestry, disability, or other lawfully protected status.

\_\_\_\_\_

\_\_\_\_\_

Indicate any foreign languages you can speak, read and/or write, and please also indicate level of fluency (fluent, fair, good):

\_\_\_\_\_

Describe any job related training received in the US military:

\_\_\_\_\_

## Employment Experience

**Instructions:** Starting with your most recent employer, list in consecutive order your past FOUR employers. If you held more than one job at the same employer, indicate that as well.

<b>Employer 1:</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Job Title</b>	<b>Supervisor:</b>
<b>Dates of Employment:</b>	
<b>Work Performed</b>	<hr/> <hr/> <hr/>
<b>Reason for Leaving</b>	<hr/> <hr/> <hr/>

<b>Employer 2:</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Job Title</b>	<b>Supervisor:</b>
<b>Dates of Employment:</b>	
<b>Work Performed</b>	<hr/> <hr/> <hr/>
<b>Reason for Leaving</b>	<hr/> <hr/> <hr/>

<b>Employer 3:</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Job Title</b>	<b>Supervisor:</b>
<b>Dates of Employment:</b>	
<b>Work Performed</b>	<hr/> <hr/> <hr/>
<b>Reason for Leaving</b>	<hr/> <hr/> <hr/>

<b>Employer 4:</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Job Title</b>	<b>Supervisor:</b>
<b>Dates of Employment:</b>	
<b>Work Performed</b>	<hr/> <hr/> <hr/>
<b>Reason for Leaving</b>	<hr/> <hr/> <hr/>

**Provide Three References (Non-family members)**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**READ CAREFULLY AND SIGN AND DATE BELOW**

*I give permission to Niagara Falls Housing Authority to investigate my personal and employment history, including but not limited to verification of all information contained in this application and in any resume or other materials I submit in connection with this application. I give permission to all of my prior employers and/or managers and supervisors to discuss my employment history with Niagara Falls Housing Authority and give them consent to release information orally or in writing, releasing prior employer from all liability. I further authorize the references listed above to give Niagara Falls Housing Authority any information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to Niagara Falls Housing Authority. I likewise authorize all persons, schools, companies, internet accounts, corporations, credit bureaus, law enforcement agencies, or government branches to supply to Niagara Falls Housing Authority any information concerning my background and release them from any liability and responsibility arising from their doing so. Disclosure of date of birth will not be used to determine suitability for employment.*

*I certify that the information contained in this application and in any resume or other materials I submit in connection with this application are correct to the best of my knowledge. I understand that any misstatement or omission of information may result in denial of employment or, if I have already been hired, the termination of my employment to the extent permitted by applicable law.*

*I understand that Niagara Falls Housing Authority is in no way obligated to provide employment to me, nor am I obligated to accept any offer of employment made by the Niagara Falls Housing Authority. I further understand that, unless otherwise defined by applicable law, any employment relationship with the Niagara Falls Housing Authority is "at will," which means the employee may resign at any time and the employer may discharge the employee at any time with or without cause.*

***This application will remain active for up to 45 days from date completed.***

\_\_\_\_\_  
**Applicant signature**

**Date** \_\_\_\_\_

***Do not write below this line***

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**For Company use only**

**Date submitted** \_\_\_\_\_

**Interview planned** \_\_\_ **Yes** \_\_\_ **No**

**Remarks** \_\_\_\_\_

**Employed** \_\_\_ **Yes** \_\_\_ **No**

**Date of employment** \_\_\_\_\_ **Job Title** \_\_\_\_\_ **Pay** \_\_\_\_\_

**Hiring manager signature** \_\_\_\_\_ **Date** \_\_\_\_\_