

# APPLICATION FOR EMPLOYMENT

## HOUSING AUTHORITY OF THE CITY OF WILSON

DEPARTMENT OF PERSONNEL  
P. O. BOX 185 213 BROAD STREET  
WILSON, NC 27894-0185



### *AN EQUAL OPPORTUNITY EMPLOYER*

#### PLEASE READ BEFORE FILLING OUT THIS APPLICATION.

We appreciate your interest in the Housing Authority of the City of Wilson ("Wilson Housing Authority"). The following information is needed in order to help us make our decision with regard to your potential employment. Wilson Housing Authority is an equal opportunity employer and does not discriminate on the basis of age, race, color, religion, sex, national origin, disability, or other legally protected status. No question on this application is intended to secure information to be used in violation of this policy. We are required by law to provide equal employment opportunities to qualified applicants and employees who are able to perform the essential functions of the job desired or held, with or without reasonable accommodation. If you will require an accommodation to complete this application or to participate in an interview, please let us know how we can assist you.

**All employment with Wilson Housing Authority is strictly "AT-WILL," which means that employment can be terminated by an employee or by Wilson Housing Authority at any time with or without stated cause or reason, except as prohibited by law. This application is in no way an offer of employment to you, but is your request for consideration for potential employment.**

All portions of this application must be completed. Please print all of your answers. This application will remain active for a period of 60 days. If you have not heard from Wilson Housing Authority within 60 days and wish to receive further consideration for employment, it will be necessary for you to complete another employment application form.

#### Current Information

NAME _____			DATE: _____	
Last	First	Middle		
ADDRESS _____			City	State
St. & No., RFD, or P. O. Box				Zip
MAILING ADDRESS _____			City	State
St. & No., RFD, or P. O. Box				Zip
TELEPHONE _____		If neither, where can you be reached? _____		
Home	Business			
Position Applied For _____			Date _____	
When will you be available for employment? _____				

#### General Information

a. Are you at least eighteen years old?	YES [ ]	NO [ ]
b. Are you authorized to work in the United States?	YES [ ]	NO [ ]
c. Have you ever been employed with the Wilson Housing Authority? If yes, what department and when? _____	YES [ ]	NO [ ]
d. Have you filed an application with the Wilson Housing Authority within the last 6 months?	YES [ ]	NO [ ]
e. Will you accept employment requiring occasional night work or weekend work? Comments _____	YES [ ]	NO [ ]
f. Are you related by blood or marriage to any Wilson Housing Authority employee? _____ If yes, give name, relationship, and department _____ _____	YES [ ]	NO [ ]

- g. Do you have a valid Driver's License? If so, please complete the following:  
 License No. \_\_\_\_\_ State \_\_\_\_\_ Date of Issue \_\_\_\_\_ YES [ ] NO [ ]  
 Is this a Commercial Driver's License (CDL)? If so, please check which type   A  B  C
- h. Do you have experience with industrialized lawn equipment? YES [ ] NO [ ]  
 If yes, list number of experienced years \_\_\_\_\_
- i. Have you ever been convicted of a \_\_\_\_\_felony or \_\_\_\_\_misdemeanor requiring imprisonment or a fine in excess of \$50.00? YES [ ] NO [ ]  
 If yes, please explain. \_\_\_\_\_

**NOTE:** A conviction record will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, how recent the offense was, and nature of the offense will be taken into consideration.

**Education**

Give your complete educational history below.

Circle highest school year completed  
 1 2 3 4 5 6 7 8 9 10 11 12

High School \_\_\_\_\_  
 Name City State

Have you received a high school diploma or equivalent? [ ] YES [ ] NO

Education Beyond High School	Name and Location	Circle Number Years Completed	Credit Hours	Degree or Diploma	Major Subject
Technical School/ College or University		1 2 3 4 5			
Graduate, Professional, or Other		1 2 3 4			

**Skills, Certifications**

Please list any skills, abilities, special certifications, licenses, special training, or courses you have had that you feel are applicable to the position for which you are applying. Include skills with equipment or machines you operate. If you wish consideration for a secretarial position, indicate speeds for typing and shorthand.

- |           |           |
|-----------|-----------|
| (a) _____ | (f) _____ |
| (b) _____ | (g) _____ |
| (c) _____ | (h) _____ |
| (d) _____ | (i) _____ |
| (e) _____ | (j) _____ |
| (d) _____ | (k) _____ |
| (e) _____ | (l) _____ |

## Employment

Record your complete work history in the spaces below. Begin with your current or most recent employer first. Attach as many sheets as is necessary to account for your full record. Be sure to account for gaps in your employment history. Related volunteer experience should also be listed.

### A. CURRENT OR MOST RECENT EMPLOYMENT (or explain gap in employment)

Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_  
Name and title of supervisor \_\_\_\_\_ No. employees supervised by you \_\_\_\_\_  
Employer or company \_\_\_\_\_ Telephone # \_\_\_\_\_  
Address \_\_\_\_\_

Date Employed \_\_\_\_\_ Full-time for: \_\_\_\_\_ Years \_\_\_\_\_ Months

Date Separated \_\_\_\_\_ Part-time for: \_\_\_\_\_ Years \_\_\_\_\_ Months

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

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are currently employed, may we inquire of this employer about qualifications and character? YES [ ] NO [ ]

### B. NEXT EMPLOYMENT (or explain gap in employment)

Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_  
Name and title of supervisor \_\_\_\_\_ No. employees supervised by you \_\_\_\_\_  
Employer or company \_\_\_\_\_ Telephone # \_\_\_\_\_  
Address \_\_\_\_\_

Date Employed \_\_\_\_\_ Full-time for: \_\_\_\_\_ Years \_\_\_\_\_ Months

Date Separated \_\_\_\_\_ Part-time for: \_\_\_\_\_ Years \_\_\_\_\_ Months

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

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are currently employed, may we inquire of this employer about qualifications and character? YES [ ] NO [ ]

### C. NEXT EMPLOYMENT (or explain gap in employment)

Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_  
Name and title of supervisor \_\_\_\_\_ No. employees supervised by you \_\_\_\_\_  
Employer or company \_\_\_\_\_ Telephone # \_\_\_\_\_  
Address \_\_\_\_\_

Date Employed \_\_\_\_\_ Full-time for: \_\_\_\_\_ Years \_\_\_\_\_ Months

Date Separated \_\_\_\_\_ Part-time for: \_\_\_\_\_ Years \_\_\_\_\_ Months

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

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are currently employed, may we inquire of this employer about qualifications and character? YES [ ] NO [ ]

**Employment (continued)**

**D. CURRENT OR MOST RECENT EMPLOYMENT (or explain gap in employment)**

Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_ No. employees supervised by you \_\_\_\_\_

Employer or company \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

Date Employed \_\_\_\_\_ Full-time for: \_\_\_\_\_ Years \_\_\_\_\_ Months

Date Separated \_\_\_\_\_ Part-time for: \_\_\_\_\_ Years \_\_\_\_\_ Months

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

Duties: \_\_\_\_\_

\_\_\_\_\_

If you are currently employed, may we inquire of this employer about qualifications and character? YES [ ] NO [ ]

**E. NEXT EMPLOYMENT (or explain gap in employment)**

Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_ No. employees supervised by you \_\_\_\_\_

Employer or company \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

Date Employed \_\_\_\_\_ Full-time for: \_\_\_\_\_ Years \_\_\_\_\_ Months

Date Separated \_\_\_\_\_ Part-time for: \_\_\_\_\_ Years \_\_\_\_\_ Months

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

Duties: \_\_\_\_\_

\_\_\_\_\_

If you are currently employed, may we inquire of this employer about qualifications and character? YES [ ] NO [ ]

**F. NEXT EMPLOYMENT (or explain gap in employment)**

Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_ No. employees supervised by you \_\_\_\_\_

Employer or company \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

Date Employed \_\_\_\_\_ Full-time for: \_\_\_\_\_ Years \_\_\_\_\_ Months

Date Separated \_\_\_\_\_ Part-time for: \_\_\_\_\_ Years \_\_\_\_\_ Months

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

Duties: \_\_\_\_\_

\_\_\_\_\_

If you are currently employed, may we inquire of this employer about qualifications and character? YES [ ] NO [ ]

**ACKNOWLEDGMENT: PLEASE READ BEFORE SIGNING.**

**If you have any questions regarding the following statements, please ask before signing.**

I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that falsification, misrepresentation, or concealment of any information in this application will disqualify me for employment and may result in my immediate discharge if discovered at a later date. I understand that if I fail to provide authorization to Wilson Housing Authority to make an independent investigation into my background by obtaining a consumer report, including an investigative consumer report, or if I withdraw my authorization at any time, I will be disqualified from employment and may be terminated immediately if already employed.

Except as otherwise noted on this application, I consent to having Wilson Housing Authority contact the employers, educational institutions, and references named by me in this application and authorize those employers, educational institutions, and references to give Wilson Housing Authority any and all information concerning my history. I understand that Wilson Housing Authority may act on the information received from these references, in its discretion, and I hereby release Wilson Housing Authority and all such employers, educational institutions, and references from any liability whatsoever in furnishing or using this information.

I understand that Wilson Housing Authority is committed to providing a drug and alcohol-free workplace and that employment with Wilson Housing Authority may be contingent upon the successful completion of post-offer, pre-employment drug testing. If offered employment by Wilson Housing Authority, I agree to participate in any post-offer, pre-employment drug testing required by Wilson Housing Authority. I hereby release and agree to indemnify Wilson Housing Authority and the testing laboratory from any and all liability arising out of, and as a result of, any drug test or from any other actions taken by Wilson Housing Authority based on a drug test. I understand that a positive drug test result will result in revocation of Wilson Housing Authority's conditional offer of employment.

I understand that this application is not a contract of employment and acknowledge and agree that no representations have been made to me concerning employment or future employment with Wilson Housing Authority, and that no other promises have been made to me concerning job security or long term advancement opportunities with Wilson Housing Authority. If employed, I agree to adhere to all rules and regulations of Wilson Housing Authority and to abide at all times by Wilson Housing Authority's personnel policies and procedures. I acknowledge and agree that employment with Wilson Housing Authority is strictly "AT WILL," which means that if I am hired, I am free to leave Wilson Housing Authority's service at any time and that I may be terminated at any time with or without stated cause or reason, except as prohibited by law.

This certifies that this application was completed by me and that all entries on it and information in it are true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

**THIS APPLICATION MUST BE SIGNED**

**Unsigned applications will not be processed**

**DISCLOSURE AND CONSENT  
BACKGROUND INVESTIGATION**

As part of the process of determining your eligibility for employment or, in the event you are hired or currently employed, your continued employment with the Housing Authority of the City of Wilson ("Wilson Housing Authority"), Wilson Housing Authority may conduct an investigation of your background, past employment, education, criminal record, references, character, and motor vehicle record (if applicable) by obtaining a consumer report from a consumer reporting agency of its choice.

A CONSUMER REPORT MAY BE OBTAINED ON YOU FOR PURPOSES OF DETERMINING YOUR ELIGIBILITY FOR EMPLOYMENT OR, IN THE EVENT YOU ARE HIRED OR CURRENTLY EMPLOYED, YOUR CONTINUED EMPLOYMENT WITH WILSON HOUSING AUTHORITY. THE REPORT MAY CONTAIN INFORMATION BEARING ON YOUR CREDIT WORTHINESS, CREDIT STANDING, CREDIT CAPACITY, CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, OR MODE OF LIVING. IT MAY BE AN "INVESTIGATIVE CONSUMER REPORT" THAT INCLUDES INFORMATION AS TO YOUR CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, AND MODE OF LIVING OBTAINED THROUGH PERSONAL INTERVIEWS WITH NEIGHBORS, FRIENDS, OR ASSOCIATES OR WITH OTHERS WHO MAY HAVE KNOWLEDGE OF THIS INFORMATION. YOU HAVE A RIGHT TO MAKE A WRITTEN REQUEST FOR DISCLOSURE OF THE NATURE AND SCOPE OF ANY INVESTIGATIVE REPORT.

No consumer report will be used in violation of any federal or state equal employment opportunity law or regulation. If Wilson Housing Authority intends to take any adverse action based in whole or in part on information contained in a consumer report, you will be provided with a copy of the report and a description of your rights under the Fair Credit Reporting Act.

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I hereby authorize Wilson Housing Authority to make an independent investigation of my background by obtaining a consumer report relating to me from a consumer reporting agency of Wilson Housing Authority's choice. I understand and agree that the information contained in any consumer report will be used to determine my eligibility for employment or, if I am hired or currently employed, my eligibility for continued employment with Wilson Housing Authority, and that action may be taken by Wilson Housing Authority based on this information. To assist Wilson Housing Authority in obtaining a consumer report, the following information is provided:

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Full Name (Printed)

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Other Names Currently or Previously Used (Printed)

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Date of Birth (For identification purposes only)

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Social Security Number (For identification purposes only)

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Driver's License Number

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State of License

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Signature

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Date

**PLEASE PROVIDE A COPY OF THIS DISCLOSURE AND CONSENT - BACKGROUND  
INFORMATION TO THE EMPLOYEE OR APPLICANT**

## Confidential Applicant Data Form

It is the policy of Wilson Housing Authority to offer fair and equal employment opportunity to everyone. Wilson Housing Authority prohibits discrimination against any employee or applicant because of race, color, religion, sex, age, national origin, disability, or veterans status. All applicants and employees will be free to function in an environment free of discrimination.

Wilson Housing Authority complies with government regulations and affirmative action responsibilities. This form requests information for which we are required to file reports. This data is for analysis and affirmative action only. Submission of this information by you is voluntary. Please be assured that you will not be subject to any adverse treatment if you do not provide the information requested. This data is for periodic government reporting and will be kept in a Confidential file separate from the Application for Employment. We appreciate your cooperation.

APPLICANTS WHO NEED ACCOMMODATION DURING THE INTERVIEW PROCESS  
SHOULD REQUEST SO IN ADVANCE.

**Please refer to the definitions on Page 2 of this form for assistance.**

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

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

**Gender – Please check one**

- Male  
 Female

**Race/Ethnicity – Please check one**

- White (not of Hispanic origin)  
 Black /African – American (not of Hispanic origin)  
 Hispanic (all races)  
 Asian or Pacific Islander  
 American Indian or Alaskan Native  
 Other

**Disability**

- Disabled Individual

**Veterans Status (check all applicable)**

- Vietnam Era Veteran                       Recently Separated Veteran  
 Special Disabled Veteran                       Other Protected Veteran

**DETACH AND MAINTAIN SEPARATE FROM APPLICATION**

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## Definitions

**White (not of Hispanic origin).** All individuals having origins in any of the original peoples of Europe, North Africa, or the Middle East are included in this category.

**Black (not of Hispanic origin).** All individuals having origins in any of the black racial groups of Africa are included in this category. This category includes Jamaican and West Indian peoples.

**Hispanic (all races).** All individuals of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture and origin, regardless of race, are included in this category. Individuals whose last names are recognized as Spanish surnames typically are included in this category.

**Asian or Pacific Islander.** All individuals having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands are included in this category. Included are China, India, Japan, Korea, the Philippines, and the Samoan Islands.

**American Indian or Alaskan Native.** All individuals having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition are included in this category.

**Vietnam Era Veteran.** A veteran of the U.S. military, ground, naval, or air service, any part of whose service was during the period August 5, 1964 through May 7, 1975, who (1) served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or (2) was discharged or released from active duty because of a service-connected disability. "Vietnam era veteran" also includes any veteran of the U.S. military, ground, naval, or air service who served in the Republic of Vietnam between February 28, 1961 and May 7, 1975.

**Special Disabled Veteran.** A veteran who served on active duty in the U.S. military, ground, naval, or air service and (1) who was discharged or released from active duty because of a service-connected disability; or (2) who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) for certain disabilities under laws administered by the Department of Veterans Affairs (i.e., disabilities rated at 30 percent or more, or at 10 or 20 percent if the veteran has been determined to have a serious employment handicap).

**Recently Separated Veteran.** Any veteran who served on active duty in the U.S. military, ground, naval, or air service during the one year period beginning on the date of such veteran's discharge or release from active duty.

**Other Protected Veteran.** Any other veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, other than a special disabled veteran, Vietnam era veteran, or recently separated veteran.