

TARPON SPRINGS HOUSING AUTHORITY

Office Address

500 S. Walton Ave
Tarpon Springs, FL 34689

EMPLOYMENT APPLICATION

Thank you for your interest in employment with the Tarpon Springs Housing Authority, Florida. So that we may quickly process your application, please read the instructions outlined below carefully before proceeding to the application.

1. Use only black or blue ink, and please print all information legibly (Hard copy only).
2. Completion of all information as requested is essential. Be sure to list phone numbers and addresses accurately. If you do not fully complete the application, we cannot fairly evaluate your qualifications. Incomplete applications will not be given consideration.
3. After completion of application, including signature, return it to the designated Tarpon Housing Authority associate.
4. All applications are subject to background check to verify information provided.
5. The Authority does not discriminate against race, color, age, sex, religion, sexual orientation, national origin, or persons with Aids.

Your Employment Application and/or resume was received on _____ and will be retained on file for ninety (90) days. Should a position become available during that time, for which you are selected as a most qualified applicant, at that time a Human Resources representative will contact you.

Once again, thank you for your interest in the Tarpon Springs Housing Authority.

EMPLOYMENT APPLICATION

Full Name (Last)	(First)	(Middle)
Permanent Address	(City)	(State)
Phone Number (Home)	Phone Number (Work)	Phone Number (Cell)

NAME

EDUCATIONAL HISTORY

Schools	Name & Location	Major	Degree or Certificate	Date of Leave
High				
Technical				
Undergraduate College				
Graduate				
Training				

GENERAL INFORMATION / PERSONAL INTEREST

List below any extra-curricular activities, specialized training, apprenticeship, and skills:

Driver's License #	Expiration Date:	State:
Class		

List below any foreign languages you can read, speak, and/or write:

	FLUENT	GOOD	FAIR
READ			
SPEAK			
WRITE			

POSITION

PERSONAL REFERENCES (Do not include relatives or previous employers)

Name:	Address:	Phone No.:

DATE

EMPLOYMENT HISTORY

READ CAREFULLY: Starting with your present or most recent employer, working backwards, account for all time including periods of unemployment. Include five (5) years of employment history. (Attach resume if necessary)

Employer	Dates Employed		Duties / Responsibilities
	From	To	
Address			
Telephone No.	Base Wage/Salary		
	Start	Final	
Job Title			
Explain Reason for Leaving			Supervisor
Employer	Dates Employed		Duties / Responsibilities
	From	To	
Address			
Telephone No.	Base Wage/Salary		
	Start	Final	
Job Title			
Explain Reason for Leaving			Supervisor
Employer	Dates Employed		Duties / Responsibilities
	From	To	
Address			
Telephone No.	Base Wage/Salary		
	Start	Final	
Job Title			
Explain Reason for Leaving			Supervisor
Employer	Dates Employed		Duties / Responsibilities
	From	To	
Address			
Telephone No.	Base Wage/Salary		
	Start	Final	
Job Title			
Explain Reason for Leaving			Supervisor
Employer	Dates Employed		Duties / Responsibilities
	From	To	
Address			
Telephone No.	Base Wage/Salary		
	Start	Final	
Job Title			
Explain Reason for Leaving			Supervisor

PERSONAL DATA

U.S. Citizen: Yes No If no, Visa or Alien Registration No: _____

Have you ever been employed by the Authority?

List relatives working for the Authority:

Yes No

If "yes", list year: ____/____/____ - ____/____/____

Tarpon Housing Authority Resident? Yes No

Have you ever been convicted of a criminal offense, pled no contest to a charge or agreed to enter into a pre-trial diversion or similar program in lieu of criminal prosecution for any crime other than a minor traffic violation?

Yes No

If "yes", list convictions, dates, and locations below:

<u>Conviction</u>	<u>Date</u>	<u>Location</u>

WAIVER

I agree to submit to a physical examination which I must successfully pass before being finally accepted for employment, and, I also agree that in the event that I shall be employed by the Tarpon Springs Housing Authority, I will submit to further physical examinations when requested. I also agree to undergo a screening for illegal drugs prior to and during my employment with the Authority. I authorize investigation of all information contained in this application, and I understand that if the results of such investigation are not satisfactory in the judgment of the Authority, any offer of employment made by the Authority may be withdrawn. If I have been employed, and if in the judgment of the Authority, a misrepresentation has been made by me herein, my employment may be terminated immediately without any obligation or liability to me other than for payment at the rate agreed upon for services actually rendered.

Signature *Date*

TARPON HOUSING AUTHORITY USE ONLY

Interviewer's Comments:

Name:

Date:

Interviewer's Comments:

Name:

Date:

Test:

Score:

Hired: Yes No

Position:

Department:

Start Date:

