

FIRST NAME: _____

LAST NAME: _____

Employment Application



THA Housing Authority of the City of Tulsa

Please print and fill out application completely. **DO NOT** use "Refer to Resume". Resume may be attached to supplement this application.

Tulsa Housing Authority does not discriminate in hiring or employment on the basis of race, color, sex, religion, national origin, age, disability or veteran status. No questions on this application are intended to secure information to be used for such discrimination. The use of this form does not mean positions are open and does not obligate the Authority.

Please write clearly. Application must be complete and legible. Answer all questions in ink.

Date of Application: _____

Interested in: Maintenance Accounting Clerical
 Open

Specific Position/s Applied For: _____

If you are unsure, it is okay to circle "Open" in the required area.

Salary Desired: \$ _____

Date Available to Start Work: _____

Name: Last, First, Middle

Address: Street, City, State, Zip Code

Phone: (Work) _____ (Home) _____

(Cell) _____ (Pager) _____

Best phone to use to contact you: _____

Email Address: _____

How Did You Learn About Us?

Advertisement: ☐ or / Other _____

Have you worked for THA in the past? ☐ Yes / ☐ No

HOUSING AUTHORITY OF THE CITY OF TULSA

EMPLOYMENT APPLICATION

When we receive your application/resume we consider your qualifications for all positions currently open. It is not necessary to submit multiple applications/resumes for each position in which you are interested. Applications are kept on file for one year.

APPLICANTS ARE SUBJECT TO DRUG TESTING AND CRIMINAL BACKGROUND CHECKS.

Do you possess a valid Driver's License? ☐ Yes / ☐ No If so, what State Issuing License? _____

Have you received any traffic violations where the fine was \$50.00 or more? ☐ Yes / ☐ No

If yes, please list each violation.

Do you have any relatives working for THA? ☐ Yes / ☐ No If so, give Names, Department, and Relationship.

Are you 18 years or older? ☐ Yes / ☐ No

Are you legally entitled to work in the United States? ☐ Yes / ☐ No

(Verification will be required at commencement of employment)

***All items on the Application are subject to verification (Education, Driver's License, Employment Dates, etc.)**

EDUCATION AND TRAINING

Circle Highest Grade Completed	Grade School 1 2 3 4 5 6 7 8	High School 9 10 11 12	College 1 2 3 4	Graduate School 1 2 3 4
EDUCATION	NAME & LOCATION	DEGREE / Type (B.S., B.A., A.A. Certificate, etc.)	MAJOR and/or Certification Title	YEARS ATTENDED
HIGH SCHOOL: / GED		Diploma: Yes _____ No _____		
COLLEGE OR UNIVERSITY:		Yes _____ No _____ Type: _____		
TRADE OR BUSINESS:		Yes _____ No _____ Type: _____		
CERTIFICATES OR SPECIAL SCHOOL:		Yes _____ No: _____		

Computer Skills: ☐ Yes / ☐ No

Office Skills: _____ Typing WPM

Programs or Software:

Do you speak a second language? ☐ Yes / ☐ No If so, what language(s):

ADDITIONAL INFORMATION OR SKILLS YOU BELIEVE ARE IMPORTANT

EMPLOYMENT HISTORY

It is important to list **Any and All** work experience for the past **FIVE years** (including Part-time and/or Temporary jobs) beginning with the most recent job held. Attach additional sheets if necessary. *Please ensure that dates are as accurate as possible.* We verify all employment. Gaps should be addressed on the last page of the application. Thoroughly complete each section.

IF CURRENTLY EMPLOYED MAY WE CONTACT YOUR CURRENT EMPLOYER? ☐ YES / ☐ NO

Name and address of Employer (include Zip Code)	Dates employed (month/year)	
	From:	To:
	SALARY OR EARNINGS: PER	
	Beginning: \$	per
	Ending \$	per
Title of your position:	Supervisor's Name:	Telephone No.

Explain in detail your duties:

What do you most enjoy?

What do you least enjoy?

Reason for Leaving?

Length of Notice you will need to give?

Name and address of Employer (include Zip Code)	Dates employed (month/year)	
	From:	To:
	SALARY OR EARNINGS: PER	
	Beginning: \$	per
	Ending \$	per
Title of your position:	Supervisor's Name:	Telephone No.

Explain in detail your duties:

What did you most enjoy?

What did you least enjoy?

Reason for Leaving?

Length of Notice Given?

EMPLOYMENT HISTORY Cont.**Name and address of Employer (include Zip Code)****Dates employed (month/year)**

From: To:

SALARY OR EARNINGS: PER

Beginning: \$ per

Ending \$ per

Title of your position:

Supervisor's Name:

Telephone No.

Explain in detail your duties:

What did you most enjoy?

What did you least enjoy?

Reason for Leaving?

Length of Notice Given?

Please list **GAPS** in employment longer than **One Month**, please provide dates and a description of activity during this time. Example: 4/2000 to 8/2000 = In school, etc.

ADDITIONAL BUSINESS REFERENCES & Business Relation - (NOT ALREADY LISTED)

Example: Joe Smith – Co-worker, Tulsa, OK, 918-000-0000

Name:

Business Relation

Telephone No.

CLARIFICATION STATEMENT - Read before signing.

I hereby certify that the information submitted in this application for employment is true and complete to the best of my knowledge and understand that any misrepresentation or omission of facts is cause for rejection of this application or termination of employment. I agree to submit to a drug/alcohol screen and pre-employment physical following any conditional offer of employment. I understand and agree that my employment is for no definite period, and may be terminated at any time with or without cause. I understand that no THA representative has any authority to enter into any agreement with me different or contrary to the foregoing. I also understand that if I accept employment, there is no express or implied employment contract between me and THA, now or in the future. I also understand and agree that if I accept employment, I will conform to all policies and procedures of the Housing Authority of the City of Tulsa. I understand that until I have completed an introductory period with the Authority, my status will be that of an introductory employee.

SIGNATURE:

DATE: