

NAME:

Last

First

**Employment
Application**



THA

**Housing Authority of the
City of Tulsa**

Please print and fill out application completely. Do not use "Refer to Resume". A 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 _____

Type of Position Maintenance Accounting Secretarial
 Clerical Other:

Specific Position Applied For

Salary Desired \$ _____

Date Available to Start Work _____

Name: Last, First, Middle Social Security Number

Address (Street, City, State, Zip Code)

Phone (Work) _____ (Home) _____
(Cell) _____ (Pager) _____

Best phone to use to contact you _____

How Did You Learn About Us?

Advertisement Other _____

Have you worked for THA in the past? _____

HOUSING AUTHORITY OF THE CITY OF TULSA EMPLOYMENT APPLICATION

This application is current for 1 year only, therefore, if you still wish to be considered for employment, it will be necessary for you to complete a new application.

APPLICANTS ARE SUBJECT TO DRUG TESTING AND CRIMINAL BACKGROUND CHECKS

Do you possess a valid Driver's License? Yes No If so, what State? _____
List all traffic violations you have received where the fine was \$50.00 or more.

Do you have any relatives working for THA? 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)

Have you ever been convicted of a felony? Yes No If yes, please explain.

EDUCATION AND TRAINING

Circle Highest	Grade School	High School	College	Graduate School
	1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4

EDUCATION	NAME & LOCATION	DEGREE	MAJOR	YEARS ATTENDED
HIGH SCHOOL:		Yes _____ No _____		
COLLEGE OR UNIVERSITY:		Yes _____ No _____		
TRADE OR BUSINESS:		Yes _____ No _____		
CERTIFICATES OR SPECIAL SCHOOL:		Yes _____ No _____		

Computer Skills: Yes No Office Skills: Typing WPM

Programs or Software:

Do you speak a second language? If so, what language(s):

BUSINESS REFERENCES

NAME	ADDRESS	TELEPHONE NO.

EMPLOYMENT HISTORY

Please list your work experience for the past five years beginning with the most recent job held. Attach additional sheets if necessary.

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 Leaving:

Length of Notice Given:

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 Leaving?		
Length of Notice Given?		
ADDITIONAL INFORMATION OR SKILLS YOU BELIEVE ARE IMPORTANT		
CLARIFICATION STATEMENT - Read before signing.		
<p>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.</p>		
SIGNATURE:		DATE:

THA-478
7/99

**APPLICANT/EMPLOYEE
DRIVERS LICENSE INFORMATION**
(Please Print)

NAME: _____
 Last First M. I.

ADDRESS: _____
 Street City State Zip

DRIVER'S LICENSE NUMBER: _____

I, the undersigned Applicant/Employee, understand that the information provided above is to be used for the purpose of obtaining a Motor Vehicle Report (MVR) on my personal driving record.

SIGNED: _____

DATED: _____

HOUSING AUTHORITY OF THE CITY OF TULSA
Human Resources Department

**EMPLOYMENT APPLICATION
REFERRAL INFORMATION**

**HOW DID YOU HEAR ABOUT POSSIBLE EMPLOYMENT
AT THE TULSA HOUSING AUTHORITY?**

Please check the box that best describes how you heard about the open position here at the Tulsa Housing Authority.

<input type="checkbox"/>	Tulsa World	<input type="checkbox"/>	Walk-In
<input type="checkbox"/>	Oklahoma Eagle	<input type="checkbox"/>	Employee Referral
<input type="checkbox"/>	Tulsa Urban League	<input type="checkbox"/>	Rehired Employee
<input type="checkbox"/>	Oklahoma State Employment	<input type="checkbox"/>	THA Job Information Line
<input type="checkbox"/>	Tulsa Job Corp	<input type="checkbox"/>	Friend
<input type="checkbox"/>	Outside Agency _____ (List Name)	<input type="checkbox"/>	Other _____ (Please list)

Please return form to Human Resources Department. Thank you.

Authorization to Release Information

I hereby give my permission to the Housing Authority of the City of Tulsa (THA) or its agents to verify any information necessary pertaining to my application for employment and authorize each school, employer, or reference named to confidentially give any pertinent information which may be requested.

Printed Name

Social Security Number

Signature

Date

EMPLOYMENT APPLICATION

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

To Be Completed By the Applicant

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information about a handicap is voluntary.

Position Applied For: _____ Date: _____

Please check all blocks below that apply to you:

Vietnam Era Veteran Disabled or
Handicapped Veteran

Handicapped

SEX: Male Female

RACE: White Black or Afro-American

Hispanic Asian or Pacific Islands

American Indian or Alaskan Native

REFERRAL SOURCE:

Advertisement Job Fair

Walk-in Employment Agency

Referral

Where you referred by a THA employee? ___ Yes ___ No

If so, by whom? _____

Signature