

Application for Employment ~ Hudson River Housing

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For			Date of Application	
Last Name		First Name		Middle Name
Address	Street	City	State	Zip Code
Social Security Number				

Do you have a home telephone and/or cell phone number? Yes No
 If Yes, give both numbers _____

Do you have a driver's license? Yes No
 If yes, give license # _____
 Expiration Date _____

Do you have access to a vehicle should you be required to drive during working hours for employment purposes? Yes No

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No n/a

Have you ever filed an application with us before? Yes No
 If Yes, give date _____

Have you ever been employed with us before? Yes No
 If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No n/a

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available to work? _____

Are you available to work: Full-time Part-time Temporary Per Diem

Do you have any relatives that work for Hudson River Housing? Yes No
 If yes, who? _____

Have you ever been convicted of a felony or misdemeanor? Yes No

Criminal conviction will not necessarily disqualify an applicant from employment. Any lie or omission can constitute grounds to terminate hiring or employment.

If Yes, please provide written detail: _____

Education

	High School	Undergraduate College/University	Graduate/Professional
School Name and Location			
Years Completed			
Describe Course of Study			
Describe any specialized training, apprenticeship, skills and extra-curricular activities			
Describe any honors you have received			
State any additional information you feel may be helpful to us in considering your application			

Indicate any foreign languages you can speak, read and/or write			
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.
 You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.

References: Professional references please. Do not include friends/relatives

Give name, address, telephone number and email address if applicable.

1. _____

2. _____

3. _____

4. _____

Have you ever had any job-related training in the United States military? Yes No

If Yes, please describe _____

Employment Experience

PLEASE COMPLETE THOROUGHLY (Please do not state "See Resume"):

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Please DO NOT state "See Resume" .

1. Employer Name	Dates Employed		Work Performed
	From	To	
Employer Address			
Employer Telephone	Hourly Rate/Salary		
	Starting	Final	
Your Job Title:			
Supervisor Name, Title and telephone number:			Reason for leaving

2. Employer Name	Dates Employed		Work Performed
	From	To	
Employer Address			
Employer Telephone	Hourly Rate/Salary		
	Starting	Final	
Your Job Title:			
Supervisor Name, Title and telephone number:			Reason for leaving:

3. Employer Name	Dates Employed		Work Performed
	From	To	
Employer Address			
Employer Telephone	Hourly Rate/Salary		
	Starting	Final	
Your Job Title:			
Supervisor Name, Title and telephone number:			Reason for leaving:

4. Employer Name	Dates Employed		Work Performed
	From	To	
Employer Address			
Employer Telephone	Hourly Rate/Salary		
	Starting	Final	
Your job Title:			
Supervisor Name, Title and telephone number:			Reason for leaving:

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Applicant's Statement and Acknowledgement

I hereby affirm that the information provided on this Application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from all liability or responsibility all persons and corporations requesting or supplying such information.

I understand that my employment would be terminable-at-will, that I am not being employed for any specified time, and that this Application is not and is not intended to be a contract for continued employment

I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

Signature

Date

Print Name

==== WE ARE AN EQUAL OPPORTUNITY EMPLOYER ====

** Supervisor should attach interview notes or completed reference checks on a separate sheet of paper.*