



# GUNNISON VALLEY REGIONAL HOUSING AUTHORITY

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: **N/A** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: **N/A** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**DRIVER'S LICENSE INFORMATION**

Do you have a valid Driver's License? \_\_\_\_\_ Yes \_\_\_\_\_ No Date of Birth: \_\_\_\_\_

State: \_\_\_\_\_ Class: \_\_\_\_\_ Number: \_\_\_\_\_ Expires: \_\_\_\_\_

**BACKGROUND QUESTIONS**

Have you ever applied for a position with the GVRHA before? \_\_\_ Yes \_\_\_ No Position \_\_\_\_\_

Have you ever been fired from a job or asked to resign? \_\_\_ Yes \_\_\_ No  
If yes, please describe the circumstances: \_\_\_\_\_

If employed by the GVRHA, do you expect to be engaged in any additional business or employment outside of the GVRHA position? \_\_\_ Yes \_\_\_ No  
If yes, please explain: \_\_\_\_\_

Have you ever been convicted of any law violation other than a minor traffic violation? \_\_\_ Yes \_\_\_ No  
If yes, please explain: \_\_\_\_\_

**AFFIDAVIT**

**PLEASE READ THIS CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at any later date.

I understand that the GVRHA may conduct an extensive and thorough background investigation. Authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current or past employers, law enforcement authorities and other organizations to provide relevant information on opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability for any damage whatsoever for making such statements.

I understand the use of illegal drugs is prohibited during employment and that any substance or alcohol use while on GVRHA work time is prohibited. I may be required to successfully pass a drug and alcohol screening examination prior to being hired, and I consent to taking a drug and alcohol test at any time during my employment, should I be hired.

I understand that this application, verbal statements by management, or subsequent employment does not create an express or implied contract of employment nor guarantee employment for any definite period of time. Only the GVRHA Executive Director has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing and signed by the GVRHA Executive Director and the employee. If employed, I agree and acknowledge that the GVRHA Executive Director, with or without cause and with or without notice, can terminate my employment with the GVRHA at any time.

I further certify that I have read and understand the instructions, conditions and other information provided in this document.

Signature \_\_\_\_\_ Date \_\_\_\_\_