



PIERCE COUNTY HOUSING AUTHORITY APPLICATION FOR EMPLOYMENT

603 South Polk Street, P.O. Box 45410, Tacoma, Washington 98448-0410
Phone: (253) 620-5400 Fax: (253) 620-5455 TTY: (253) 620-5499

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

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____

Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number(s)	Social Security Number		

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

Have you ever filed an application with us before? Yes No

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

May we contact your present employer? Yes No
If yes, give date. _____

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

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

How do you feel about accepting additional training? _____

Do you possess or are you able to obtain a valid Washington State Driver's License and have a fully insurable driving record and reliable transportation? Yes No

Can you travel if a job requires it? Yes No

During the last seven years, have you been convicted of any offense? Yes No
Conviction will disqualify you only if it reasonably relates to the particular job for which you have applied.
If yes, please explain _____

*NOTE: FAX transmittals may be used to meet closing deadlines but are not considered official applications. FAX transmittals must be followed immediately by PCHA's receipt of original documents.

Education

	High School				Undergraduate College/ University				Undergraduate College/ University				Graduate/ Professional			
School Name and Location																
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4	1	2	3	4
Diploma/ Degree																
Describe course of study.																
Describe any specialized training, apprenticeship, skills, and extra-curricular activities.																
Describe any honors you may have received.																
State any additional information you believe may be helpful to us in considering your application.																

Indicate any foreign languages you can speak, read, and/or write.						
	Fluent		Good		Fair	
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, disability, or other protected status.

References

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

- _____
- _____
- _____

Employment Experience

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, disability, or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/ Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/ Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/ Salary		
		Starting	Final	
Job Title	Supervisor			
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. Include communication skills, typing speed, ten-key proficiency, spreadsheets, etc.
