

If you need assistance in completing the employment application, please direct your inquiries to the person named as contact. Furthermore, Texoma Housing Partners (THP) conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodation (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the person named as contact in writing when you submit your application. This application must be completely filled out for employment consideration with Texoma Housing Partners. Failure to completely answer all questions on the application may disqualify your application for employment consideration.

PERSONAL DATA

Last Name _____ First Name _____ MI _____

Street Address _____

Mailing Address _____

City _____ State Texas _____ Zip Code _____

Home Phone _____ Work Phone _____ Mobile Phone _____

Email _____

Position(s) Applied For _____

When would you be able to start work? _____ Full-time Part-time Regular Temporary

Have you filed an application here before? Yes No Date: _____

Have you ever been employed here before? Yes No Date: _____

Are you or your spouse related to any officer or employee of this organization? Yes No

Minimum Acceptable Salary _____ Hour Week Month Year

EDUCATION & TRAINING *Documentation of your last completed educational attainment will be required for employment consideration with THP. Applicant must provide copies of diploma, transcript, etc.*

Name of Schools Attended & Location	No. of Years	Grade Average	Major/Field	Degree Received

SKILLS *The following space is provided for other information concerning special training and skills.*

Keyboard/Typing _____ WPM

Copier Fax Microsoft Windows Version _____

10-Key Calculator By Touch Microsoft Outlook Microsoft Excel Microsoft Word

PC Computer Switchboard Other _____

Applicant:

EMPLOYMENT EXPERIENCE

List each position held. Start with your present or most recent assignment and work backward. Include any military history in this section.

May inquiry be made of your present employer? Yes No

Company _____

Start Date _____ End Date _____

Address _____ Phone: _____

City _____ State Texas ZIP _____

Starting Salary _____ Ending Salary _____ per _____

Job Title _____

Supervisor's Name _____

Duties Included _____

Reason for Leaving _____

Company _____

Start Date _____ End Date _____

Address _____ Phone: _____

City _____ State Texas ZIP _____

Starting Salary _____ Ending Salary _____ per _____

Job Title _____

Supervisor's Name _____

Duties Included _____

Reason for Leaving _____

Company _____

Start Date _____ End Date _____

Address _____ Phone: _____

City _____ State Texas ZIP _____

Starting Salary _____ Ending Salary _____ per _____

Job Title _____

Supervisor's Name _____

Duties Included _____

Reason for Leaving _____

Company _____

Start Date _____ End Date _____

Address _____ Phone: _____

City _____ State Texas ZIP _____

Starting Salary _____ Ending Salary _____ per _____

Job Title _____

Supervisor's Name _____

Duties Included _____

Reason for Leaving _____

Company _____

Start Date _____ End Date _____

Address _____ Phone: _____

City _____ State Texas ZIP _____

Starting Salary _____ Ending Salary _____ per _____

Job Title _____

Supervisor's Name _____

Duties Included _____

Reason for Leaving _____

Applicant:

ADDITIONAL INFORMATION *By law, you must be authorized to work in the United States in order to be employed by this employer.*

If you are one of the following, please check this box:

- A citizen or a national of the United States
- An alien lawfully admitted for permanent residence
- An alien authorized by the Immigration and Naturalization Service to work **indefinitely** in the United States

Have you ever been convicted of a felony, other crime or been the subject of deferred adjudication? Yes No

Please explain (You may omit convictions for minor traffic violations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment. The seriousness of the crime, the date of conviction, and the relevance of the crime to this position will be considered.)

If the position for which you are applying requires a motor vehicle operation, do you have a current driver's license? Yes State/License Number _____
 No Type of License _____

I understand that a background check will be performed in order to determine my eligibility for employment

REFERENCES *List three (3) people not related to you who are qualified to describe your capabilities for the position you seek. Be sure to include phone numbers.*

Name	Address	Daytime Phone	Relationship

I certify that the statements and information contained herein are true, complete, and correct to the best of my knowledge, and I authorize any former employer to release to this employer or its authorized representative any and all employment records and other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents verifying my identity and eligibility for employment. In addition, I understand that, if selected for an interview, true copies of all degrees, certificates, or licenses listed on this application will be required before an employment decision can be made. A photocopy of this authorization shall be as valid as the original.

For the health of our guests, co-workers and ourselves, Texoma Housing Partners is a tobacco-free workplace. Employees, visitors, and guests are prohibited from using any form of tobacco on THP property at any time. This policy applies to all employees, visitors and persons entering or exiting buildings or offices, which are designated for program operations or administration by THP. All employees of THP are notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. In addition, THP prohibits employees from being under the influence of alcohol, drugs, or inhalants in the workplace or while on duty for THP. Employees who violate this policy will be subject to immediate dismissal.

I understand that, if hired, my employment with THP would be at will and, as such, and within the provisions of state and federal law regarding public employment, I can be dismissed at any time, with or without notice, for any reason or no reason.

I also understand that only written representations and promises of this employer will be enforceable.

Signature of Applicant

Date

Applicant:



**Authorization for the Release of
Information**

This is to inform you that I have made application for employment with Texoma Housing Partners (THP), 810 W. 16th Street, Bonham, Texas 75418. In order for THP to fully evaluate my qualifications and experience, I am requesting that you release any pertinent information that you may have as a part of a form personnel file, or personal knowledge.

Your cooperation with Texoma Housing Partners is appreciated.

Signature of Applicant

Date



AUTHORIZATION FOR BACKGROUND CHECK

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

I, _____, hereby authorize Texoma Housing Partners to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that Texoma Housing Partners will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside intities of the company's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Name: _____

Date of Birth: _____

Social Security Number: _____

Signature

Date

Name-Printed



The Nation's First Affordable Housing Consortium

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