

BELLINGHAM WHATCOM COUNTY HOUSING AUTHORITIES
PO Box 9701, BELLINGHAM, WA 98227-9701
EMPLOYMENT APPLICATION

IMPORTANT: APPLICATION MUST BE COMPLETED IN FULL, TYPED OR IN INK, EVEN IF YOU ARE SUBMITTING A RESUME IN ADDITION TO THIS APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE INCLUDED FOR CONSIDERATION IN THE SELECTION PROCESS. THE WORDS "SEE RESUME" UNDER EMPLOYMENT HISTORY ARE NOT ACCEPTABLE. ALSO, A SEPARATE APPLICATION IS REQUIRED FOR EACH JOB OPENING.

Date of Application: _____

Title of Position You Are Applying For: _____

Name: _____

Last

First

Middle

Address: _____

Number

Street

Apt.

(If you list a PO Box, you must also include a street address)

City

State

Zip Code

Phone: _____

Home

Work

Cell/Mobile

E-mail: _____

Have you previously been employed by the Bellingham Housing Authority? Yes___ No___

(If yes, list titles and dates employed.) _____

Are any of your relatives employed by the Bellingham Housing Authority?

Yes___ No___ (If yes, list person and relationship.) _____

Are you a U.S. citizen, or are you eligible for lawful employment in the U.S.? (Upon hire, can you submit verification of your identity and eligibility to be employed in the United States?) Yes___ No___

Have you ever been arrested for a crime or convicted of a crime where the conviction or release from prison was within the last ten years? Yes___ No___ If yes, please state the nature of the offense, date, court, disposition, and any other information you would like us to consider on an attached page. Please be advised that we will complete a criminal background check and pre-employment drug test. All applicants must sign the attached authorization form. A record of arrests or convictions will not necessarily bar you from employment. We will take into account factors such as age and time of the offense, seriousness and nature of the violation and rehabilitation.

Do you possess a valid driver's license? Yes___ No___ State___ License No._____ Exp. Date_____

Note: Some positions will require verification of safe driving record upon offer of employment.

Have you had any moving violations within the last three years? Yes___ No___

(If yes, please explain on attached sheet of paper.)

How did you learn of this job opening? _____

Education and Training					
Type of School	Name and Location	Major Subject	Circle Number of Years Completed	Degree or Credits Earned	Dates Attended
Grad School			1 2 3 4		
College			1 2 3 4		
College			1 2 3 4		
Bus/Voc			1 2 3 4		
High School			9 10 11 12 GED		

Other Relevant Courses and Training	Name and Location of Institution	Dates Attended

Professional Licenses or Certificates			
Type of License or Certificate	Serial No.	Date Issued	Expiration

List professional and occupational organizations of which you are a member.

List special skills, qualifications, and considerations that would be of value in the work for which you are applying.

Employment Experience Start with your present or last job. Describe supplementary experience/training which relates to the position for which you are applying (i.e., part-time employment, unpaid or volunteer service, and military service).

Name of Employer:	
Address:	Telephone if we may contact:
Immediate Supervisor:	
Your Title:	Ending Salary:
Specific Duties:	
Dates: From: _____ To: _____	Total Months: _____ Hrs/Wk: _____:
Reason for Leaving:	

Name of Employer:	
Address:	Telephone if we may contact:
Immediate Supervisor:	
Your Title:	Ending Salary:
Specific Duties:	
Dates: From: _____ To: _____	Total Months: _____ Hrs/Wk: _____:
Reason for Leaving:	

Name of Employer:	
Address:	Telephone if we may contact:
Immediate Supervisor:	
Your Title:	Ending Salary:
Specific Duties:	
Dates: From: _____ To: _____	Total Months: _____ Hrs/Wk: _____:
Reason for Leaving:	

Name of Employer:	
Address:	Telephone if we may contact:
Immediate Supervisor:	
Your Title:	Ending Salary:
Specific Duties:	
Dates: From: _____ To: _____	Total Months: _____ Hrs./Wk: _____:
Reason for Leaving:	

Have you ever been discharged/fired, or asked to resign from a position? Yes____ (explain below) No____

List all periods of unemployment of 60 days or more and explain. _____

References

List three non-relatives who are familiar with your qualifications and actual work history and ability.

Name	Address	Occupation/ Relationship	Years Known	Phone

Waiver and Acknowledgement

I certify that all my statements on this application are true and complete. I consent to and authorize agents of the Bellingham/Whatcom County Housing Authorities to ask for information concerning me. I release all persons and entities connected with any requests for information from all claims, liability and damages for whatever reason arising out of furnishing this information. Further, I authorize the release of information contained in this application if requested under open public records law. I understand and agree that any misrepresentation or omission by me on this application can be sufficient to disqualify me for employment or, if employed, can result in my dismissal. I also understand that failure to date and sign this form will also be grounds for non-consideration. If I accept a position with Bellingham/Whatcom County Housing Authorities, I agree to comply with all of its policies and procedures.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Absent a contract provision to the contrary, I agree that if hired, both the Bellingham/Whatcom County Housing Authorities and I will be free to terminate my employment at any time, with or without cause or advance notice, and without compensation except for the time actually worked. I acknowledge that no contrary representations or promises are authorized or enforceable unless in a written employment agreement signed by an agent of the Bellingham/Whatcom County Housing Authorities.

I have read and understand the information contained in this application. I acknowledge I have received the job description and am familiar with the essential functions of this job.

Signature

Date

The Bellingham Whatcom County Housing Authorities is an equal employment opportunity employer. We do not discriminate on the basis of age, sex, marital status, race, creed, national origin, disability, or other protected status in accordance with applicable federal and state laws.