



HOUSING AUTHORITY OF THE CITY OF RENO
 1525 EAST NINTH STREET - RENO, NEVADA 89512-3012 - (775) 329-3630
 FAX (775) 786-1712 TDD (775) 331-5138

**APPLICATION
 FOR
 EMPLOYMENT**

Equal Opportunity/Affirmative Action Employer

IMPORTANT NOTICE: READ THIS APPLICATION THOROUGHLY AND COMPLETE IT CAREFULLY AND HONESTLY. The Housing Authority of the City of Reno ("RHA") performs a detailed background and pre-employment investigation process which frequently discloses inaccurate, false, and/or incomplete or omitted information. Should this process find any inaccurate or incomplete information, it may result in either your application being disqualified from consideration for employment or termination if the inaccuracies are discovered subsequent to employment by RHA.

Please type or print in ink.

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------|
| Title of job for which you are applying: | | Date: | |
| NAME, Last | | First | Middle Initial |
| List any other names you have used or currently use, including maiden name, nicknames, stage names, married names, or any names used by you in conjunction with your social or professional activities. Include circumstances. | | | |
| <u>Name</u> | | <u>Circumstances</u> | |
| Mailing Address: Street | City | State | ZIP Code |
| Home Phone | Business/message Phone | Date you will be available for employment (month/day/year) | |
| Driver's License # | State | Expiration Date | Social Security Number |
| If you have ever used any other social security number, list it and detail the fact and circumstances regarding your use of it: Other SS#: | | | |
| List names of any relatives employed by RHA: | Have you been employed by RHA before? <input type="checkbox"/> Yes <input type="checkbox"/> No What position? Date: _____ | | |
| Criminal Conviction/Traffic Violations | | | |
| (1) Have you been convicted of a misdemeanor, gross misdemeanor or felony (excluding juvenile adjudication)? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Have you had adjudication of a crime deferred, or pled nolo contendere to a crime? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Have you been arrested for any crime which has not yet been adjudicated? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Have you been arrested for a moving traffic violation within the last five years? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes to a criminal conviction(s), provide date(s), time(s), location(s), and circumstance(s) below. | | | |
| A criminal conviction is not an automatic bar to employment. Each case is considered on its individual merits. LACK OF REQUESTED INFORMATION IS BASIS FOR REJECTING AN APPLICATION. | | | |
| Are you legally eligible for employment in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No Proof of citizenship or immigration status will be required prior to employment. | | | |
| High School: Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No | | If not, have you passed a GED test? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Name and location of colleges or trade schools attended | Approximate number of credits completed | Areas of study | Degrees or certificates received |
| | | | |
| | | | |
| Any specialized training, apprenticeships, on-the-job, or military training: | | | |

WORK EXPERIENCE: Beginning with your most recent job, list each job separately. List all jobs and any period of unemployment, relevant volunteer work or military service in the last 10 years. Also list any jobs you held more than 10 years ago which relate to the job for which you are applying, and indicate the number of hours per week that you worked. Also, you may list any volunteer experience which relates to the job for which you are applying. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap, or other protected status. If more space is needed to describe employment history, attach additional employment history forms.

Do NOT substitute a resume for this application; resumes may be attached only for additional information. Do NOT attach samples of work, awards, letters, etc. Attach certificates, license copies, etc., **only if required by job announcement.** RHA will verify employment history prior to final consideration of an applicant. **Fill out completely; do not use "see attachments."**

Please type or print in ink.

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|--------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------|-----------------|------------------|--------------------|
| Name of Employer | | Name Under Which You Were Employed | | Type of Business | |
| Address | | | | Phone () | |
| Reason for Leaving | | | May We Contact? | | Name of Supervisor |
| Title of Position Held | | Employed From: _____ Mo. _____ Yr. To: _____ Mo. _____ Yr. | | Hrs. Per Week | Last Salary |
| Please identify most important tasks/duties performed and percentage of time spent on each task. | | | | | |
| Description of Task | | | | | Approx. % of Time |
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| _____ | | | | | |
| Number of employees you supervised: _____ Equipment/Software used: _____ | | | | | |

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| Number of employees you supervised: _____ | | Equipment/Software used: | |

Note: Applicant is responsible for providing photocopies of resumes or other required materials. **We will not make photocopies for you.** This application form and any attachments will become official property of RHA and cannot be returned, reused or copied after being submitted. You should retain a copy of your completed application for your records.

SKILLS & QUALIFICATIONS — Check appropriate box(es) and list relevant information (i.e., speed, program name, years of experience, etc.)

Word processing, spreadsheet, other software programs experience:

- Carpentry, years: _____
- Drywall, years: _____
- Electrical, years: _____
- Irrigation, years: _____
- Landscaping, years: _____
- Plumbing, years: _____
- Refrigeration, years: _____
- Other, years: _____

Describe any other experience, job-related knowledge, skills, abilities or credentials that qualify you for the position applied for:

List **job-related** certifications, licenses, and other special abilities, etc.

Number of years of supervisory experience:

Use additional paper, if necessary, to answer questions completely.

References. Give names, addresses and telephone numbers of three references who are not related to you.

| Name | Mailing Address | Telephone Number(s) and Email address |
|------|-----------------|---------------------------------------|
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Applicant's Statement

I certify that all statements and information provided in this application are true and complete to the best of my knowledge. I understand that any misstatements, omissions or falsification of this information will be grounds for rejection of my application and/or dismissal if discovered after I may be hired.

Initials

I understand that all statements made by me in connection with this application for employment may be checked by RHA. I **authorize RHA to contact my prior employers**, including each of those references listed above, and other sources of information regarding my background, and I **hereby authorize and direct each such employer and source of information to release any and all information concerning my previous employment, personal or otherwise**, including, but not limited to, any criminal conviction on my record, employment security information or state industrial insurance information. Moreover, I **hereby indemnify** the Reno Housing Authority, any agent acting on its behalf, each of my prior employers listed above and each of the other sources of information contacted and agree to hold them harmless from any and all claims or damage arising from this authorization and direction to issue such information.

Initials

I understand that **pre-employment drug testing is required as a condition of employment**. If employed, I agree to conform to the rules and regulations of RHA.

Initials

I understand that this application will only be considered "active" for 60 calendar days from the date of application. If I have not obtained employment with RHA within those 60 days, but remain interested in obtaining employment with RHA, I understand that I must complete a new application for any other job openings.

Initials

I understand that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

Initials

Signature (DO NOT PRINT) _____

Date _____

Affirmative Action Survey

Applicants are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, medical condition, disability, or any other legally protected status.

The Housing Authority of the City of Reno (RHA) complies with various state and federal reporting procedures that require periodic reports that include statistical analysis of the success of the affirmative action program.

To help RHA comply with government record keeping, reporting, and other requirements, you are requested to complete the following questionnaire. The questionnaire is strictly confidential and will not be part of your application for employment or, in the event of employment, will not be placed in your personnel file.

THIS IS A VOLUNTARY SURVEY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Date of Birth:

Position(s) Applied for:

Check one: Male Female

Person with a disability

Choose one ethnic group with which you most closely identify:

WHITE (Not of Hispanic origin) All persons having origins in any of the original people of Europe, North Africa, or the Middle East.

BLACK (Not of Hispanic origin) All persons having origins in any of the Black racial groups.

HISPANIC All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.

ASIAN/PACIFIC ISLAND All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Islands and Samoa.

AMERICAN INDIAN OR ALASKAN NATIVE All persons having origins in any of the original peoples of North America.

I first learned of this recruitment through (check one):

Job Announcement

Reno Housing Authority employee

Employment Security Department Job Service

Ad in Newspaper

Professional Trade Journal/Organization/Conference

Community Service Organization

College/Technical School

Internet

Other