



HOUSING AUTHORITY OF THE CITY OF RENO

1525 EAST NINTH STREET - RENO, NEVADA 89512-3012
(775) 329-3630 TTY (385) 770-7166

APPLICATION FOR EMPLOYMENT

Equal Opportunity/Affirmative Action Employer

Applications may be submitted by email to: HR@renoaha.org, or mailed to 1525 East 9th Street, Reno NV 89521, or dropped off at 1525 East 9th Street, Reno NV 89521 during regular business hours.

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. A record of conviction will not necessarily bar the applicant from employment and the Housing Authority of the City of Reno will consider factors such as: 1) the length of time that has passed since the offense; 2) the age of the applicant at the time of the offense; 3) the severity and nature of the offense; 4) the relationship of the offense to the position for which the applicant has applied; and 5) evidence of the rehabilitation of the applicant.

Please type or print in ink.

TITLE: Position for which you are applying		DATE:	
NAME: Last Name , First Name			
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	Message/Cell Phone	Email Address	Date would be available for employment (month/day/year)
If Drivers License is required for the position: Do you have a valid Driver's License? Yes No		State That Issued	Expiration Date
List names of any relatives employed by RHA:		Have you been employed by RHA before? <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____	
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.

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	
Please identify most important tasks/duties performed and percentage of time spent on each task.			
Description of Task			Approx. % of Time
Number of employees you supervised: _____		Equipment/Software used: _____	

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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 professional references who are not related to you.

Name	Mailing Address	Telephone Number(s) and Email address

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 _____