# APPLICATION INFORMATION SHEET

Your interest in applying for a position with the Corpus Christi Housing Authority (CCHA) is greatly appreciated. *Section 3 participants are encouraged to apply.*

Please review the following prior to completing your application.

* Follow the instructions on the Application for Employment. Complete an application ONLY if you are applying for a specific job vacancy. You must submit a separate application for each job vacancy posting. We only accept applications for advertised position vacancies.
* Applications must be received by the closing date and time noted on the job vacancy notice. Faxed and emailed applications will be accepted, but a hard copy of the completed application, with original signatures, must be submitted prior to any offer of employment.
* Please remember to sign the *Applicant Acknowledgement*.
* Please remember to sign the *Employee Authorization to Release Information*.
* Please remember to sign the *Employee Consent for Pre-Employment Drug Testing*

Your application must be complete when submitted. It should clearly describe how you meet the minimum requirements (education, experience, knowledge, skills, and abilities) for the job. Incomplete applications will not be considered.

Resumes will be accepted; however, a completed application with original signatures must also be submitted if a job offer is extended and accepted. Applications are available at our Central Office located at 3701 Ayers St, or can be acquired on our website at [www.hacc.org](http://www.hacc.org). If special accommodations are required, please contact the Corpus Christi Housing Authority Human Resources Department at 361-889-3310. The CCHA will provide accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.

What happens to your application after you leave it with us?

After the job closes, your application will be screened for minimum qualifications related to the job. If you meet these requirements, your application will be included with those that are evaluated for interview for the position. If you are selected for an interview, the Human Resources Department will contact you with the scheduled time and location. Applicant(s) who are offered employment with the Corpus Christi Housing Authority will be required to pass a background check, drug test, possess a valid Texas state driver’s license (if required for the position) and agree to abide by the Corpus Christi Housing Authority’s Policies, as a condition of employment.

# APPLICATION FOR EMPLOYMENT

**PRINT IN BLUE, BLACK INK, OR TYPE.** These instructions must be followed exactly. Fill out the application form completely; if questions are not applicable, enter “NA”. Do not leave response lines blank. The Housing Authority reserves the right to disqualify any application which is incomplete. Section 3 participants are encouraged to apply.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Position Applying for: | | | Job Posting Number: | | | | |
| Last Name: | First Name: | | | | Middle Initial: | | |
| Address: | Apt#: | City: | | | | State: | Zip: |
| Home Phone: | Cell: | | | email: | | | |

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| --- | --- | --- |
| Are you willing to work other hours than 8-5 pm:  Yes  No | | Are you willing to work days other than Mon.-Fri.?  Yes  No |
| Are you presently employed by the CCHA?  Yes  No | | If yes, what position/Department? |
| Are you willing to travel?  Yes  No | If yes, what percent? | |

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| --- | --- |
| Are you a resident of a Corpus Christi Housing Authority development?  Yes  No | |
| If yes, indicate name of Development: | |
| Have you previously been a resident of the Corpus Christi Housing Authority?  Yes  No | |
| If yes, when? | Development: |
| Are you or any member of your family presently participating in or an applicant of Housing Assistance programs as either a tenant or landlord?  Yes  No  If Yes, explain: | |
| Are you related to any Housing Authority employee or board member?  Yes  No  If Yes, indicate name and relationship: | |

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| Have you ever been convicted of or received probation for any crime (misdemeanors & felonies) other than minor traffic offenses?  Yes  No  If Yes, explain in concise detail; give dates and nature of offences: |
| Have you been dismissed or asked to resign from any job?  Yes  No  If yes, state name and address of employer, explain the circumstances: |

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| How did you hear about this employment opportunity?:  Newspaper  Online Job Board  CCHA Web Site   CCHA Office  Friend  Employee  Other |

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| Applicant Name: |

**EDUCATION and QUALIFICATIONS**

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| --- | --- | --- | --- |
| SCHOOL | NAME AND ADDRESS OF SCHOOL | DID YOU GRADUATE? | DEGREE /CERTIFICATE EARNED |
| HIGH SCHOOL |  |  |  |
| COLEGE OR UNIVERSITY |  |  |  |
| TRADE SCHOOL |  |  |  |
| NAME ON DEGREE/CERTIFICATE |  | | |

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| A valid Texas Drivers’ License is required for employment in certain positions with the Corpus Christi Housing Authority. Do you possess a valid Texas Driver’s License? **ID cards are not acceptable!**  Yes  No |
| Please indicate License Number: |

SPECIAL SKILLS/QUALIFICATIONS

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| List all machines, office equipment or software programs that best qualify you for the position which you applied: |

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| --- | --- |
| What foreign language do you speak fluently? | Read/Write fluently? |

**MILITARY SERVICES**

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| --- | --- |
| Were you in the U.S. Armed Forces?  Yes  No | Branch of Service: |
| Dates From/To | Type of Discharge: |

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| Applicant Name: |

EMPLOYMENT AND EXPERIENCE

Beginning with your most recent employer, please list below all present and past employment.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employer Name and Mailing Address: | | Type of Business: | | | | Full-Time:  Part-Time:  Seasonable: | | |
| Phone: | Fax: | | | | email: | | | |
| Position: | | Start Date | | End Date: | | Start Pay: | | End Pay: |
| Immediate Supervisor: | | | Supervising Position:  Yes  No | | | | If Yes, How Many? | |
| Briefly describe your duties and responsibilities: | | | | | | | | |
| Reason for leaving: | | | | | | May we contact?  Yes  No | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employer Name and Mailing Address: | | Type of Business: | | | | Full-Time:  Part-Time:  Seasonable: | | |
| Phone: | Fax: | | | | email: | | | |
| Position: | | Start Date | | End Date: | | Start Pay: | | End Pay: |
| Immediate Supervisor: | | | Supervising Position:  Yes  No | | | | If Yes, How Many? | |
| Briefly describe your duties and responsibilities: | | | | | | | | |
| Reason for leaving: | | | | | | May we contact?  Yes  No | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employer Name and Mailing Address: | | Type of Business: | | | | Full-Time:  Part-Time:  Seasonable: | | |
| Phone: | Fax: | | | | email: | | | |
| Position: | | Start Date | | End Date: | | Start Pay: | | End Pay: |
| Immediate Supervisor: | | | Supervising Position:  Yes  No | | | | If Yes, How Many? | |
| Briefly describe your duties and responsibilities: | | | | | | | | |
| Reason for leaving: | | | | | | May we contact?  Yes  No | | |

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| Applicant Name: |

EMPLOYMENT AND EXPERIENCE (Continued)

Beginning with your most recent employer, please list below all present and past employment.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employer Name and Mailing Address: | | Type of Business: | | | | Full-Time:  Part-Time:  Seasonable: | | |
| Phone: | Fax: | | | | email: | | | |
| Position: | | Start Date | | End Date: | | Start Pay: | | End Pay: |
| Immediate Supervisor: | | | Supervising Position:  Yes  No | | | | If Yes, How Many? | |
| Briefly describe your duties and responsibilities: | | | | | | | | |
| Reason for leaving: | | | | | | May we contact?  Yes  No | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employer Name and Mailing Address: | | Type of Business: | | | | Full-Time:  Part-Time:  Seasonable: | | |
| Phone: | Fax: | | | | email: | | | |
| Position: | | Start Date | | End Date: | | Start Pay: | | End Pay: |
| Immediate Supervisor: | | | Supervising Position:  Yes  No | | | | If Yes, How Many? | |
| Briefly describe your duties and responsibilities: | | | | | | | | |
| Reason for leaving: | | | | | | May we contact?  Yes  No | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employer Name and Mailing Address: | | Type of Business: | | | | Full-Time:  Part-Time:  Seasonable: | | |
| Phone: | Fax: | | | | email: | | | |
| Position: | | Start Date | | End Date: | | Start Pay: | | End Pay: |
| Immediate Supervisor: | | | Supervising Position:  Yes  No | | | | If Yes, How Many? | |
| Briefly describe your duties and responsibilities: | | | | | | | | |
| Reason for leaving: | | | | | | May we contact?  Yes  No | | |

# *Applicant Acknowledgement*

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| **Please read and Sign Below:** |

Please read the following statements carefully and indicate your understanding and acceptance by signing in the space provided:

1. I hereby certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete and I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or, if hired, termination;
2. I understand and agree that any employment, if offered, will be “at will” and may be terminated by me or the employer at any time for any cause or no cause;
3. I understand that as a condition of employment, I will be required to provide legal proof of citizenship and/or authorization to work in the United States;
4. I understand any conditional employment offer is subject to successful completion of all hiring requirements including criminal background check, driving record, TX driver’s license (if required for the position) and controlled substance screen;
5. I understand that if I refuse to consent to drug testing or produce a positive test result, my application will be rejected and I will be ineligible for employment with the Housing Authority;
6. I understand that this application and any other documents submitted become the property of the Housing Authority and will not be returned.

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| Applicant Name (please print): |  | |
| Applicant Signature: |  | Date: |

# *Employee Authorization to Release Information*

I authorize the Corpus Christi Housing Authority to make a thorough investigation of all facts stated on my application for employment including, but not limited to, criminal records, driving records and employment history. I hereby release from liability or responsibility all individuals, business establishments, educational institutions and/or agencies supplying such information. All information acquired is strictly confidential.

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| Date of Birth: |
| SSN: |
|  |
| Signature of Applicant: |
| Print Name: |
| Date: |

# *Employee Consent for Pre-Employment Drug Testing*

I recognize that any offer of employment made to me by the Corpus Christi Housing Authority is contingent, among other things, upon my successful completion of a drug test to confirm that there are no illegal or unauthorized substances in my system.

I hereby voluntarily consent to…

1. Providing an unadulterated sample of my urine to the designated Corpus Christi Housing Authority testing provider for the purposes of drug testing for the presence of illegal or unauthorized substances in my system.
2. Allowing the results of the screening performed by Corpus Christi Housing Authority designated testing provider to be reported to the Corpus Christi Housing Authority.
3. Having the information as to whether I have passed or failed the drug testing to be communicated within the Corpus Christi Housing Authority to whatever extent the Corpus Christi Housing Authority deems appropriate.

In consideration of the Corpus Christi Housing Authority’s contingent offer of employment, I hereby release all claims of liabilities that might arise from the drug test or the disclosure of its results, including claims under any federal, state, or local civil rights law and any claims for defamation of invasion of privacy.

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| Date of Birth: |
| SSN: |
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| Signature of Applicant: |
| Print Name: |
| Date: |