

GRAND RAPIDS HOUSING COMMISSION EMPLOYMENT APPLICATION

1420 Fuller Ave., S.E., Grand Rapids, MI 49507

A Word to Our Applicants

It is our policy to offer equal opportunity to all, based upon individual merit and without regard to race, color, religion, national origin, sex, age, veterans or marital status, height, weight, or handicap, provided the handicap (with or without reasonable accommodation) would not interfere with your ability to perform the job applied for or constitute a safety hazard. If you need a reasonable accommodation, you should notify the Housing Commission in writing within 182 days from the time you knew or should have known of the need for the accommodation.

We do not condone harassment relating to person's race, color, religion, sex, national origin, height, weight, age or physical or mental handicap. We prohibit the use, distribution, sale, or possession of alcoholic beverages, drugs, and controlled substances (except for use of legitimately prescribed medication pursuant to a physician's order) while at work. We prohibit reporting to work under the influence of alcoholic beverages, drugs, or controlled substances.

This application is valid for (90) days *for the position for which you have applied.*

Name: _____
Last First Middle

Position Desired: _____

Education and Training

Type of School	School Name	School Address	Number of Years Attended	Type of Degree or Diploma	Did You Graduate?
Grade School					
High School					
College					

Do you have a valid driver's license? Yes No *(I understand that if a valid driver's license is required for the position, I will be required to submit a copy of my driver's license and authorize a lien check regarding my driving record).*

List any training or licenses which are related to the position for which you have applied.

Work or volunteer experience (list present position first)-PLEASE DO NOT USE STATEMENT "SEE RESUME"

Name of Employer: _____ Position and Duties: _____

Address: _____ Phone: () _____

Rate of Pay: _____ Employment Dates: _____ Supervisor: _____

Reason for Leaving: _____ Ok to check reference? _____

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Address: _____ Phone: _____

Rate of Pay: _____ Employment Dates: _____ Supervisor: _____

Reason for Leaving: _____ OK to check reference?: _____

References

List two personal references (not relatives or former employers)

1. _____

Name	Address	Occupation	Phone

2. _____

Name	Address	Occupation	Phone

CERTIFICATION: I certify that all information contained in the application is true and complete. I recognize that any falsification, misrepresentation, or omission may result in immediate dismissal or refusal of employment. I hereby authorize the Grand Rapids Housing Commission to investigate all statements contained in this application including records of educational institutions, former employers, police departments and other services regarding me. I agree to sign any additional authorization or consents required by the Grand Rapids Housing Commission to conduct their investigations. I specifically release the Grand Rapids Housing Commission from any liability arising out of their investigation or the use of information acquired in conducting their investigation. I hereby authorize the Grand Rapids Housing Commission to contact any and all former employers, associates, and schools, their agents and employees from any and all liability for furnishing the information requested and specifically waive my right to receive written notice of any such information provided as may be required by any State or Federal Law. If I am hired, in consideration for any employment, I agree to follow the rules and regulations of the Grand Rapids Housing Commission. I understand that if a valid driver's license is required for the position, I will be required to submit a copy of my driver's license and authorize a lien check regarding my driving record. I understand and agree that the Grand Rapids Housing Commission requires me to undergo and pass a physical examination which may include a drug screen after I have been hired but prior to my actual start date. Further, I understand that as a condition of ongoing employment I may be required to undergo periodic physician examinations to certify that I am qualified to perform the essential functions of my job.

Signature

Date

GRAND RAPIDS HOUSING COMMISSION

1420 Fuller Avenue SE, Grand Rapids, Michigan 49507

Dear Applicant:

Thank you for applying recently for our current job opening. We appreciate your interest. The Grand Rapids Housing Commission is an equal opportunity/affirmative action organization.

Within the next few weeks we'll be reviewing the applications we have received from those expressing interest in the position. If we determine there is a potential match of your skills, education, and experience to the required qualifications of the open position, we will contact you at that time.

In the meantime, we would appreciate your help in promptly completing and returning the questionnaire below. Although doing so is voluntary on your part, the information that is gathered in this manner is vital to our affirmative action compliance with federal and state regulations.

This information will be used in the statistical analysis of the employment process and will not become a part of your application. Do not attach your response to your application or resume. Refusal to respond will not result in the adverse treatment of any applicant.

Cut here, return bottom portion

Confidential Applicant Data

Position Applied For: _____ Today's Date: _____

Name: _____ Residence: City _____ State _____

Sex: Male _____ Female _____

Ethnic Category: (Check one)

White/non Hispanic Origin Hispanic
 Black/non Hispanic Origin American Indian
 Asian or Pacific Islander Other Specify _____

Disability: Any physical limitations in performing job related functions for which accommodations are needed:

Yes No

Veteran Status:

Vietnam Era: (181 days of active service between 8/5/64 and 5/7/75 and discharged other than a dishonorable discharge.)

Yes No

Disabled Veteran: (Release from active duty for a service connected disability or currently receiving VA disability rated at 30% or more.) Yes No

Section 3 Resident: Section 3 Residents are: Public Housing residents or persons who live in the area where a HUD-assisted project is located and who have a household income that fall below HUD's income limits.

Yes No

How did you learn of this vacancy?

Advertisement If so, name source _____

Word of Mouth from a: GRHC Employee

Relative

Friend

Other

Other Source: Specify _____

An Equal Opportunity/Affirmative Action Employer