



700 West Calhoun, Temple, TX 76501

Tel : 254-773-2009

Fax : 254-773-1958

Web : www.cthc.org

APPLICATION FOR EMPLOYMENT

EMPLOYMENT DESIRED

Position _____	Date Available _____	Salary Desired _____	Employment Type <input type="radio"/> Full-time <input type="radio"/> Part-time <input type="radio"/> Summer <input type="radio"/> Temporary
Are you currently employed? <input type="radio"/> Yes <input type="radio"/> No		Have you ever applied to this company before?	
If so, may we contact your present company? <input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes, when _____ <input type="radio"/> No	
Have you ever been employed by us before?		Have you ever lived in properties owned by Temple/Belton Housing	
<input type="radio"/> Yes, dates _____ <input type="radio"/> No		Authorities? <input type="radio"/> Yes, where _____ <input type="radio"/> No	

PERSONAL INFORMATION

Last Name _____	First Name _____	Middle Name _____	
Address _____	City _____	State _____	Zip Code _____
Home Phone Number _____	Cell Phone Number _____	How did you hear about this job? _____	

What languages (including English) do you speak, read/write proficiently? Check all that apply. <table border="0" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th style="text-align: left;"><u>Language</u></th> <th style="text-align: center;"><u>Speak</u></th> <th style="text-align: center;"><u>Read</u></th> <th style="text-align: center;"><u>Write</u></th> </tr> </thead> <tbody> <tr> <td>English</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>Spanish</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>_____</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> </tbody> </table>	<u>Language</u>	<u>Speak</u>	<u>Read</u>	<u>Write</u>	English	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Spanish	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are you eligible to work in the United States? <input type="radio"/> Yes <input type="radio"/> No (Proof of eligibility from the list of approved documents on the I-9 form must be provided if you receive a job offer.)
<u>Language</u>	<u>Speak</u>	<u>Read</u>	<u>Write</u>														
English	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>														
Spanish	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>														
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>														

Have you ever been convicted, pled guilty or received court-ordered community service, deferred adjudication, probation or pre-trial diversion for any crime (misdemeanors and felonies)? Yes No

If yes, please list below (other than parking tickets and minor driving violations).

<u>Year</u>	<u>Location (City & State)</u>	<u>Type of Crime</u>
_____	_____	_____
_____	_____	_____

Are you currently serving probation, deferred adjudication, court-ordered community service, pre-trial diversion or parole for any of these? Yes No

If yes, please specify _____

Conviction of a crime is not an automatic bar to consideration for employment, except for specific crimes where employment is prohibited by state or federal laws. Factors such as age at time of conviction, length of time since offense, nature and seriousness of offense, and rehabilitation will be considered.

EDUCATION - Résumé may be attached and referenced for this information.

High School Attended and Location _____	No. of Years Completed _____	Did you graduate? <input type="radio"/> Yes <input type="radio"/> No
_____	_____	Obtained GED _____
College Attended and Location _____	No. of Years Completed _____	Did you graduate? <input type="radio"/> Yes <input type="radio"/> No
_____	_____	
Trade, Business, or Correspondence School Attended and Location _____	No. of Years Completed _____	Did you graduate? <input type="radio"/> Yes <input type="radio"/> No
_____	_____	

OFFICE SKILLS

Typing/Word Processing	Years of Experience	Words Per Minute
_____	_____	_____
Software/Application used	_____	
_____	_____	

EMPLOYMENT HISTORY (List Present or Most Recent Position First)
Résumé may be referenced for basic history information.

Name of Employer	Phone	Your Position	
_____	_____	_____	
Address	City	State	Zip
_____	_____	_____	_____
Duties			

Name of Immediate Supervisor	Position of the Immediate Supervisor	Employed From: _____ to: _____	
_____	_____	_____	
Starting Salary	Final Salary	Resigned, laid off, or were you terminated?	Reason
_____	_____	_____	_____

Name of Employer	Phone	Your Position	
_____	_____	_____	
Address	City	State	Zip
_____	_____	_____	_____
Duties			

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_____	_____	_____	_____
Duties			

Name of Immediate Supervisor	Position of the Immediate Supervisor	Employed From: _____ to: _____	
_____	_____	_____	
Starting Salary	Final Salary	Resigned, laid off, or were you terminated?	Reason
_____	_____	_____	_____

MILITARY SERVICE

Have you ever served in any branch of the U.S military? Yes No

DRIVING RECORD

Do you have a valid, unexpired driver's license? Yes No

If yes, please note the following:

Expiration date: _____ Issuing State (i.e, TX) _____

Has your driver's license been revoked, suspended or limited during the past five (5) years? Yes No

If Yes, please explain _____

If you currently have an out of state driver's license, you must obtain a TEXAS license within 30 days of employment.

PERSONAL REFERENCES (Do Not List Relatives/Previous Employers)

Name	Phone	Relationship
_____	_____	_____

_____	_____	_____
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Additional information you feel may be helpful to us in considering your application

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Temple Housing Authority is an "At Will" Employer.

By signing this application, I understand that in connection with my application for employment with the Temple Housing Authority (THA), investigative inquiries may be made on myself including, but not limited to, criminal convictions, motor vehicle history, educational transcripts and other reports. These reports will include information as to my character, work, habits, performance and experience together with reasons for termination of past employment.

Further, I understand that you may be requesting information from various federal, state, and other agencies that maintain records concerning my past activities related to my driving, criminal, education, and other experiences.

I authorize without reservation all corporations, companies, persons, educational institutions, law enforcement agencies and former employers to release information they may have about me, and release them from any liability and responsibility for doing so.

I hereby authorize investigation of all statements made by me in connection with my potential or actual employment by THA with no liability arising there from.

This authorization, in original and copy form, shall be valid for this and any future reports that may be requested.

I understand that any employment offer would be contingent upon the results of a drug test, with the automatic withdrawal of the employment offer if I fail the drug test. If a job offer is made, a criminal history background check is required. THA will obtain a local police record of arrests and paroles (Rap Sheet). THA will also obtain a set of fingerprints for the purpose of acquiring criminal history records from the Texas Department of Public Safety. If your criminal history records contain information not listed in your employment application, you may be terminated immediately.

I understand that if employed by THA and I quit or am terminated within the first three months of employment, THA may deduct initial screening costs from my final pay check.

I understand that any employment offer would be contingent upon completion of all new hire paperwork and the satisfactory results of any unfinished background checks.

If I am employed, I agree to abide by the Employer's rules, procedures, and policies as modified from time to time. I understand that if I am employed, I may be required to work various shifts and schedules as directed by my supervisor. I understand that any employment is subject to change in wages, conditions, benefits, and operating policies.

I understand that as a condition of employment, I must disclose the name(s) of any relative(s) currently working for the Housing Authority in any capacity during the application process. Nondisclosure of this information will be deemed as falsification of the application and may result in the application being not considered.

I certify that the information provided is true and correct. Providing incomplete or false information could result in termination.

I agree to immediately notify THA if I am convicted of, receive deferred adjudication in, or otherwise plead guilty or no contest to a felony, or any crime involving dishonesty or a breach of trust, while my application is pending or during my period of employment, if hired.

Note: I understand that if I submit my application electronically without a signature, I must sign the completed Application for Employment before an interview can be conducted.

Printed Name _____

Signature _____

Date _____

FOR THA USE ONLY

Offer of employment made on _____. Applicant was given a Drug Testing Form and given the deadline date of _____ to have the test completed.

Signature _____

Date _____

SECTION 3 TRAINING/EMPLOYMENT FORM

CTHC is required to track the requested information in order to comply with Section 3 regulations at 24 CFR 75 and must make its best effort to provide employment and training opportunities to Section 3 workers generated by expenditure of public housing assistance.

All employees must select the appropriate statements below and provide documentation to verify Section 3 status, if selected.

1. SECTION 3 WORKER: I currently fit or when hired fit at least one of the following categories:

- My income for the previous or annualized calendar year, does not exceed the 2021 Total Income Limit of \$36,250.
- I am employed by a Section 3 Business, i.e. a business that:
 - Is at least 51% owned and controlled by low-or very-low income persons; OR
 - Has over 75% of all labor hours performed for the business over the prior three-month period are performed by Section 3 workers; OR
 - Is at least 51% owned and controlled by current public housing resident or residents who currently live in Section 8-assisted housing; OR
- I am participating in a YouthBuild program.
- None of the above selections apply to me. I am NOT a Section 3 worker.

2. TARGETED SECTION 3 WORKER: I currently fit at least one of the following categories:

- A worker employed by a Section 3 business; OR
- A worker who currently fits or when hired fit at least one of the following categories within the past five years:
 - Resident of public housing or Section 8-assisted housing residing in the project where funding is being expended;
 - Resident of other public housing or Section 8-assisted housing managed by the Consortium; OR
 - I am a YouthBuild participant.
- None of the above selections apply to me. I am NOT a Targeted Section 3 worker.

3. I have attached the following as documentation of my Section 3 status:

- Proof of residency in public housing or Section 8-assisted housing (Lease, current CTHC address)
- Proof of participation in YouthBuild program
- Proof of participation in a federal, state or local public assistance program (TANF, Medicaid)
- Proof of prior year earnings

4. I understand that a Section 3 or Targeted Section 3 worker:

1. Shall not be negatively affected by a prior arrest or conviction; and
2. Is not exempt from meeting the qualifications of the position to be filled and employment of a Section 3 worker is not required.

I certify that the information I have provided is true and complete to the best of my knowledge.

PRINTED NAME

SIGNATURE

ADDRESS

DATE
