

Housing Authority of the Sac and Fox Nation

201 N. Harrison • P.O. Box 1252 • Shawnee, OK 74801 (405)275-8200 • FAX (405)275-8203



EMPLOYMENT APPLICATION

ALL QUESTIONS MUST BE ANSWERED CAREFULLY AND COMPLETELY. IF YOU HAVE A RESUME, PLEASE ATTACH IT TO THIS APPLICATION.

Date: _____ Position Applying for: _____

Salary Desired: _____

Available to Work Full-Time Part-Time Date Available: _____

Full Name (Last, First, M.I.): _____

Maiden Name: _____

Social Security No. _____

Physical Address: _____

Mailing Address: _____

City/State/Zip: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Message Phone: _____

Are you legally eligible for employment in the United States? YES NO

Are you an enrolled member of a federally recognized Native American Tribe? YES NO

If yes, what tribe? _____

Are you a previous applicant? YES NO

If yes, for what position? _____

Are you a previous employee? YES NO

If yes, what position did you hold? _____

Are you a licensed driver? YES NO

If yes, issuing state and license no. _____

Are you a High School graduate? YES NO

If yes, what school? _____

Are you an adult who has been convicted of a crime? YES NO

If yes, list offense, date, and describe in detail: _____

CONVICTION WILL NOT AUTOMATICALLY EXCLUDE YOU FROM EMPLOYMENT CONSIDERATION, BUT THE NATURE OF THE CONVICTION WILL BE CONSIDERED IN RELATIONSHIP TO THE JOB FOR WHICH YOU ARE APPLYING FOR.

(REVISED 03/03/2010)

EDUCATION

SCHOOL	LOCATION	GRADUATION YEAR	DEGREE

ADDITIONAL SKILLS, TRAINING, OR EXPERIENCE

Special skills you possess and/or specialized training, licenses or certificates you have received:

For secretarial or clerical – list the computer equipment/programs and business machines you operate:

WORK EXPERIENCE (start with the most recent employer within the past (5) years)

1. Present/Last Employer: _____ Type of Business: _____
Address: _____ Phone No. _____
Start Date: _____ End Date: _____ Salary: _____
Reason for leaving: _____
Job Title: _____ Supervisor: _____ May We Contact? _____
Description of Duties: _____

2. Present/Last Employer: _____ Type of Business: _____
Address: _____ Phone No. _____
Start Date: _____ End Date: _____ Salary: _____
Reason for leaving: _____
Job Title: _____ Supervisor: _____ May We Contact? _____
Description of Duties: _____

3. Present/Last Employer: _____ Type of Business: _____
Address: _____ Phone No. _____
Start Date: _____ End Date: _____ Salary: _____
Reason for leaving: _____
Job Title: _____ Supervisor: _____ May We Contact? _____
Description of Duties: _____

AGREEMENT (please read the following agreement carefully before signing)

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also understand that falsified information or significant omissions may disqualify me from further consideration for employment and if employed may result in termination of employment if discovered at a later date.

I understand that hours of work will be set and may be changed by the Housing Authority. I understand that upon being hired, I will have to prove authorization to work in the United States.

I authorize the Housing Authority of the Sac and Fox Nation to make all necessary and appropriate investigation to verify the information contained herein and I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume, if any), to provide any job-related information that may be required by the Housing Authority of the Sac and Fox Nation to arrive at an employment decision.

I understand that the Housing Authority of the Sac and Fox Nation reserves the right to require its applicants to submit to a drug test. I understand that a positive drug test or refusal to submit a drug test will preclude my application from further consideration.

NATIVE AMERICAN PREFERENCE: In filling positions, preference in selection will be given to qualified Native American preference candidates. Eligibility will be determined from current Housing Authority of the Sac and Fox Nation Personnel Policies and Procedures. **EQUAL EMPLOYMENT:** Except for Native American preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, disabilities, marital status, or age.

Signature: _____

Print Name: _____

Date: _____

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BACKGROUND CHECK AUTHORIZATION

I authorize the complete release of these records pertaining to me which an individual company, firm, corporation, or public agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish the Housing Authority of the Sac and Fox Nation with any and all information in their possession regarding me in connection with an application for employment.

I authorize the Housing Authority of the Sac and Fox Nation to make all necessary and appropriate investigations to verify the information contained herein and to hold the Housing Authority of the Sac and Fox Nation harmless from any and all liability for damages of whatever kind, which may at anytime result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

Signature: _____
Print Name: _____

Date: _____

NAME (LAST, FIRST, M.I.): _____

ALIAS/OTHER NAMES USED: _____

DATE OF BIRTH: _____ SOCIAL SEC. NO. _____

RACE: _____ SEX: MALE FEMALE

DRIVER'S LICENSE NO. _____ STATE _____

CONVICTED OF A CRIME? YES NO

IF YES, PLEASE EXPLAIN: _____

