

APPLICATION FOR EMPLOYMENT



575 Union Blvd, Suite 100
Lakewood, CO 80228
FAX (303) 987-7869
www.mwhsolutions.org

For Personnel Use Only

General Instructions:

Please TYPE or PRINT all requested information.

If an item does not apply to you or you have no information to furnish, print in the letters "N/A" (Not Applicable).

A COMPLETED application is required. Résumés may be submitted in addition to the application.

Position Applying For: _____

Name: _____

Address: _____ Last _____ City: _____ First _____ State: _____ Zip: _____ MI

Home Phone: () _____ Cell Phone: () _____

E-Mail Address _____

Date Available for work _____ Minimum Salary Requirement: _____

GENERAL INFORMATION

- Do you have relatives presently working for Metro West Housing Solutions? If yes, list in the space below the employee name and relationship. _____ Yes _____ No
Name/Relationship: _____
- Have you ever been convicted of any law violation? (Include any plea of guilty or no contest. Exclude minor traffic violations). If yes, give dates and details below. Convictions do not necessarily preclude you from employment. _____ Yes _____ No
- If you are under the age of 18, can you provide an age verification form? If you are over the age of 18, write "N/A" for "Not Applicable." _____
- Do you have a valid driver's license? (You may be asked to supply additional information at a later date if you are applying for a driving position). _____ Yes _____ No
- Are you able to perform the essential functions of the position for which you have applied, with or without reasonable accommodation? _____ Yes _____ No
- If required by the position, do you consent to the following: Drug Test, Polygraph, Physical Examination, Psychological Examination and Background Investigation. _____ Yes _____ No
- If hired, will you engage in any other employment? If yes, please list positions held and approximate dates of employment in the space provided below. _____ Yes _____ No
- Have you ever worked for MWHS before? If yes, please list positions held and approximate dates of employment in the space provided below. _____ Yes _____ No
- Not all positions involve work hours from 8 a.m. to 5 p.m., Monday thru Friday. Are you available and willing to work any other type of schedule required of the position? _____ Yes _____ No
- If hired, can you furnish proof that you are eligible to work in the United States? If no, please explain in the space provided below. _____ Yes _____ No
- To help with our recruiting efforts, please tell us where you first heard about this job.
_____ Metro West Housing Solutions website _____ Jobing.com
_____ Denver Post website _____ Craigslist
_____ Other; Please list other _____

SPACE FOR DETAILED ANSWERS (Please indicate the item number to which the explanation applies. Be certain you give complete, detailed information. Use supplemental sheet, if necessary) _____

EMPLOYMENT HISTORY: List all present and past employment. Applicants should provide 10 consecutive years of employment history, if applicable. Attach additional sheets if necessary. If submitting a résumé, please include all information requested on this application.

Current/Most Recent Employer _____

Address _____ City _____ State _____ Zip _____

Telephone # (____) _____ Type of Business _____

Employed From: _____ (mo/yr) To: _____ (mo/yr) Final Pay _____ per _____

Supervisor _____ Supervisor Title _____ May we contact? _____

Job Title(s) _____

Describe your major duties and responsibilities with this employer: _____

Reason for leaving or wanting to leave _____

Previous Employer _____

Address _____ City _____ State _____ Zip _____

Telephone # (____) _____ Type of Business _____

Employed From: _____ (mo/yr) To: _____ (mo/yr) Final Pay _____ per _____

Supervisor _____ Supervisor Title _____ May we contact? _____

Job Title(s) _____

Describe your major duties and responsibilities with this employer: _____

Reason for leaving _____

Previous Employer _____

Address _____ City _____ State _____ Zip _____

Telephone # (____) _____ Type of Business _____

Employed From: _____ (mo/yr) To: _____ (mo/yr) Final Pay _____ per _____

Supervisor _____ Supervisor Title _____ May we contact? _____

Job Title(s) _____

Describe your major duties and responsibilities with this employer: _____

Reason for leaving _____

Use a Supplemental Sheet, available in Employee Relations, if necessary.

OTHER EXPERIENCE: List any significant voluntary, military or other relevant experience that you feel further qualifies you for the position for which you are applying. Do not list organizations which would identify race, color, creed, sexual orientation, religion, ancestry, age, sex, national origin, military status, veteran status, marital status, disability, or other protected status.

EDUCATION AND TRAINING

High School diploma or GED? _____ Yes _____ No List any professional licenses or certifications _____

HIGHER EDUCATION

Name & Address of College, University or Business Vocational School (Official transcripts may be required)	Degree/Certificate	Major Field of Study	Total Credit Hours	Did you Graduate?

SPECIAL SKILLS OR QUALIFICATIONS -- Please place a check mark next to any skills you possess.

- Typing/Keyboarding _____ WPM
 PC Spreadsheets
 HTML
 PC Databases
 Transcription/Dictaphone
 Data Entry _____ KPH
 Other
 Adding Machine/10-Key/By Touch
 _____ Yes _____ No

Computer Software you can operate: _____
 Computer Hardware you can operate: _____

LICENSES/CERTIFICATES: List and indicate the issuing authorities and dates of issue and operation. _____

ADDITIONAL SKILLS: List any additional skills or qualifications that you possess. _____

LANGUAGE ABILITY: Are you proficient in a language other than English? What language? What is your proficiency level? _____

EQUAL OPPORTUNITY EMPLOYER

Metro West Housing Solutions is an Equal Opportunity Employer. All applicants are considered for all positions for which they apply and qualify, regardless of race, color, creed, religion, ancestry, sex, sexual orientation, age, national origin, military service, veteran status, marital status, or disability.

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may justify my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer (except as previously noted), past employers and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that if I am extended an offer of employment, it may be conditioned upon my successfully completing any required examinations, and that, as required by the Immigration Act of 1986, I can provide identification which verifies my United States Citizenship or authorization to work or remain in the United States. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying. I understand that if I am extended an offer of employment, it will be conditional upon my agreement to MWHS policies.

I have read, understand, and by my signature, consent to these and all statements contained within this application.

Signature: _____ Date: _____

METRO WEST HOUSING SOLUTIONS EQUAL EMPLOYMENT OPPORTUNITY RECRUITMENT DATA

Metro West Housing Solutions is an Equal Opportunity Employer. In an effort to determine the representation of all segments in the community responding to our recruiting efforts, please complete the information requested on this card. This information is used only for statistical reports required by the Federal Government.

THIS PORTION WILL BE REMOVED BY EMPLOYEE RELATIONS STAFF, AND THE INFORMATION YOU PROVIDE WILL BE KEPT CONFIDENTIAL AND WILL NOT BE SEEN OR USED BY THE PERSON REVIEWING YOUR EMPLOYMENT APPLICATION. REFUSAL TO PROVIDE THE REQUESTED INFORMATION WILL NOT AFFECT YOUR EMPLOYMENT OPPORTUNITIES WITH METRO WEST HOUSING SOLUTIONS.

PLEASE INDICATE YOUR RACE/ETHNIC HERITAGE:

- WHITE (Not of Hispanic Origin) • Includes all persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- BLACK (Not of Hispanic Origin) • Includes all persons having origin in any of the Black racial groups with the exception of those persons of Hispanic origin.
- HISPANIC • Includes all persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin regardless of race.
- ASIAN OR PACIFIC ISLANDER • Includes all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian Subcontinent.
- AMERICAN INDIAN OR ALASKAN NATIVE • Includes only those persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
- OTHER (Please Specify) _____

MALE

FEMALE