



THE HOUSING AUTHORITY OF THE CITY OF AUSTIN

P.O. Box 6159

Austin, TX 78762

Ph: (512) 477-4488 Fax: (512) 477-1272

APPLICATION FOR EMPLOYMENT

PRINT IN 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 line blank. Resumes will be accepted for whatever additional Information they might contain, but not in place of a complete application. Be sure to sign the application when it is completed.

NAME (LAST) (FIRST) (MIDDLE) LAST 4 NUMBERS OF SOCIAL SECURITY NO.

ADDRESS (STREET) (CITY) (STATE) (ZIP) PHONE

POSITION DESIRED JOB NUMBER

SALARY EXPECTED FULL-TIME PART-TIME GRANT DATE AVAILABLE FOR WORK

Are you willing to work hours other than 8-5? If yes, indicate when

Have you ever been convicted of a felony? If yes, when and please describe

Are you or is anyone in your family participating in an Assisted Housing program, either as a tenant or a landlord?

If yes, please explain

EDUCATION:

Highest elementary or high school grade completed (Circle) 1 2 3 4 5 6 7 8 9 10 11 12 Did you graduate or earn a GED?

(Note: Transcripts or diploma may be required for verification of education)

Table with 5 columns: Type of School, Name and location of school, Dates attended (From to), Did you graduate? (yes or no), List diploma or Degree earned

Please list any current licenses/certifications/registrations (include type and date received):

SPECIAL SKILLS/QUALIFICATIONS: List machines or office equipment you can operate:

Approximate words per minute in: Typing Dictation

What foreign languages do you speak fluently? read fluently?

write fluently?

MILITARY SERVICE: (ACTIVE DUTY) Branch Dates: From to

Are you in the Active Reserve?

EMPLOYMENT RECORD: Please indicate at least 10 years of employment. Start with the present or most recent position and work back. Include military service. Use additional sheets if necessary.

EMPLOYER: Mailing Address Phone # :		Type of Business:	Full Time _____ Part Time _____ Seasonal _____
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Position:	Starting Date:	Starting Pay:	Leaving Date:	Ending Pay:
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Immediate Supervisor:	Briefly describe your duties and responsibilities:
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Explain reason for leaving:

EMPLOYER: Mailing Address Phone # :		Type of Business:	Full Time _____ Part Time _____ Seasonal _____
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Position:	Starting Date:	Starting Pay:	Leaving Date:	Ending Pay:
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Immediate Supervisor:	Briefly describe your duties and responsibilities:
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Explain reason for leaving:

Do you have any relatives working for the Housing Authority of the City of Austin? YES NO If yes, list names, relationship, and position. _____

I hereby certify that the foregoing statements as well as those on any attachments(s) to the form are, to the best of my knowledge, true and correct and that they are all given of my own free will. I agree that any misstatements as to material facts will constitute as grounds for unfavorable consideration or dismissal from employment. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice. A DPS Criminal background check, driving record, TX drivers License, and drug screen will be required upon offer of employment.

May we contact your present employer? YES NO Applicant Signature _____ Date: _____

EMPLOYER: Mailing Address		Type of Business:		Full Time _____ Part Time _____ Seasonal _____
Phone # :				

Position:	Starting Date:	Starting Pay:	Leaving Date:	Ending Pay:
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Explain reason for leaving:

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Immediate Supervisor:	Briefly describe your duties and responsibilities:
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Explain reason for leaving:

HOUSING AUTHORITY OF THE CITY OF AUSTIN

SECTION 3 PROGRAM

Purpose:

The purpose of Section 3 of the Housing and Urban Development of 1968 (12 U.S.C. 1701u) (Section 3) is to ensure that employment and other economic and business opportunities generated by HUD Financial Assistance shall be directed to the Housing Authority of the City of Austin (HACA) Residents and other low- and very low-income persons, particularly those who are recipients of government housing assistance and to business concerns which provide economic opportunities to HACA Residents and other low- and very low-income persons.

Section 3 resident means:

(1) A public housing resident; or
(2) An individual who resides in the metropolitan area or non-metropolitan county in which the section 3 covered assistance is expended, and who is:

- I. A low-income person, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 80% of the median family income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families; or
 - II. A very low-income person, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)) defines this term to mean families (including single persons) whose incomes do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments made for smaller or larger families, except that the Secretary may establish income ceilings higher or lower than 50% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.
- (3) A person seeking the training and employment preference provided by section 3 bears the responsibility of providing evidence (if requested) that the person is eligible for the preference.

Service area means the geographical area in which the persons benefiting from the section 3-covered project reside.