

Avesta Housing Management Corp.
Avesta Housing Development Corp.
Village Square Housing Corp.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION				
NAME (Last, First, Middle Initial)		HOME PHONE (Area Code & Number)	WORK PHONE (Area Code & Number)	
CURRENT ADDRESS		CITY & STATE	ZIP CODE	
SOCIAL SECURITY #	UNDER 18 YRS. OF AGE?	POSITION DESIRED	HOW WERE YOU REFERRED?	
DATE ABLE TO START	HAVE YOU PREVIOUSLY WORKED OR APPLIED FOR A JOB HERE?			
ARE YOU ABLE TO WORK ALL SHIFTS? List below any days/time periods you are <u>unable</u> to work:			SALARY DESIRED	

EDUCATION				
NAME OF SCHOOL	CITY & STATE	MAJOR STUDY	DEGREE	GRADUATED (YES OR NO)
<u>High School</u>				
<u>Trade or Technical School</u>				
<u>Undergraduate</u>				
<u>Graduate</u>				
<u>Other</u>				
Professional or Technical Licenses (list state and date received): _____				
Please describe any other job-related skills or training: _____				

WORK HISTORY				
List present or most recent job first, include all employment. You may include any volunteer work performed. If more space is needed, please attach a separate sheet of paper.				
Are you known to schools/references by another name? <u> </u> yes or <u> </u> no If yes, what name? _____				
DATE OF From	EMPLOYMENT To	COMPANY NAME & ADDRESS (City & State)	JOB TITLE OR DUTIES	SALARY OR WEEKLY PAY
		SUPERVISOR:	REASON FOR LEAVING:	
DATE OF From	EMPLOYMENT To	COMPANY NAME & ADDRESS (City & State)	JOB TITLE OR DUTIES	SALARY OR WEEKLY PAY
		SUPERVISOR:	REASON FOR LEAVING:	
DATE OF From	EMPLOYMENT To	COMPANY NAME & ADDRESS (City & State)	JOB TITLE OR DUTIES	SALARY OR WEEKLY PAY
		SUPERVISOR:	REASON FOR LEAVING:	

PROFESSIONAL REFERENCES

Please list the names and phone numbers of three persons whom you have reported to in previous employment or to whom you are not related.

NAME	BUSINESS ADDRESS & PHONE	TITLE	WORKING RELATIONSHIP
1.			
2.			
3.			

MILITARY SERVICE

BRANCH	RANK	DISCHARGE DATE

TRAINING OR TYPE OF WORK DONE IN MILITARY SERVICE

CONVICTION INFORMATION

An applicant with a sealed record of entries on file with the commissioner of probation may answer "no record" to an inquiry about prior conviction of crime. In addition, any applicant for employment may answer "no record" to an inquiry relative to all cases of delinquency or as a "child-in-need-of-services" for which no criminal prosecution resulted.

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ____ YES or ____ NO

IF YES, PLEASE EXPLAIN

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR WITHIN THE PAST 5 YEARS? (Do not include a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.) ____ YES or ____ NO

IF YES, PLEASE EXPLAIN

PLEASE READ CAREFULLY AND SIGN THE STATEMENT BELOW:

I certify that the information given above is true and complete and I understand that misrepresentation and/or withholding information will result in the rejection of this application, or my discharge if discovered after employment begins. I authorize the company to make inquiries regarding my history and character of prior employers, schools, etc. and hereby release employers, schools, and individuals from all liability in responding to inquiries in connection with my application and release the Company from all liability with respect to such inquiries

I understand that if employed, I will be an employee at will and may be terminated at any time, with or without cause and with or without notice, at the option of either the Company or myself. If I am employed, I agree by the Company's policies, rules, procedures, and any charges thereto.

I certify that I am authorized to work in the United States and have valid documentation that I am authorized. (e.g., Social Security card, valid Driver's License, valid Passport, etc.)

APPLICANT'S SIGNATURE: _____ DATE: _____