

# VOLUNTARY Affirmative Action Information



It is THC's policy to recruit, hire, train, assign, promote, and retain persons in all job classifications regardless of race, color, religion, sex, age, national origin, genetic information, disability, or veteran status.

Please print in ink.

Name	(Last)	(First)	(Middle)	Date of Birth
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Position(s) Applied For \_\_\_\_\_

**HOW WERE YOU REFERRED TO THE HOUSING COMPANY?**

- Employment Agency
- Job Service (Department of Labor)
- Employee \_\_\_\_\_  
(Name)

Internet

- Boiseidahojobs.com
- Craigslist
- CareerBuilder
- Company Website ([www.thehousingcompany.org](http://www.thehousingcompany.org))
- Other \_\_\_\_\_  
(Specify)

- Newspaper
- Other \_\_\_\_\_  
(Specify)

**PLEASE CHECK THE APPROPRIATE BOXES:**

- Male
- Female
- White (Not Hispanic or Latino)
- Hispanic or Latino
- Asian (Not Hispanic or Latino)
- Black or African American (Not Hispanic or Latino)
- Native Hawaiian or other Pacific Islander (Not Hispanic or Latino)
- Two or more races (Not Hispanic or Latino) All persons who identify with more than one of the above five races.

**VETERAN STATUS**

- Not a Veteran
- Disabled Veteran:

A veteran who: (A) is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veteran Affairs for a disability rated at 10 or 20 percent in the case of a veteran who has been determined to have a serious employment disability or; (B) was discharged or released from active duty because of a service-connected disability.

- Recently Separated Veteran:

Any veteran discharged or released from active duty within the past three (3) years.

- Other Protected Veteran:

A person who served on active duty during a war or campaign or expedition for which a campaign badge has been authorized.

**DISABILITY**

- Yes
- No

This voluntary confidential information will be kept separate from the application and employment data in compliance with Affirmative Action Requirements. Refusal to provide this information will not subject the applicant or employee to any adverse treatment.

(Please lift this tear sheet and complete the remainder of the application.)

**EMPLOYMENT  
APPLICATION**



USE INK – DO NOT TYPE – ANSWER ALL QUESTIONS

Position(s)/Complex \_\_\_\_\_

Applied For \_\_\_\_\_ Monthly Salary Expected \$ \_\_\_\_\_ Date of Application \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_ Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Street City State Zip Code

Other names previously used: \_\_\_\_\_ Email \_\_\_\_\_

Full-Time  Part-Time How soon can you accept employment after an offer is made? \_\_\_\_\_

Does your license list any driving restrictions?  Yes  No If YES, please list: \_\_\_\_\_

If you are under 18, can you furnish a work permit?  Yes  No

Are you legally eligible for employment in this country?  Yes  No (proof of U.S. citizenship or immigration status will be required upon employment)

Have you previously applied for work at THC?  Yes  No If YES, When? \_\_\_\_\_

Have you previously been employed by THC?  Yes  No If Yes, Dates: from \_\_\_\_\_ to \_\_\_\_\_

**EDUCATIONAL INFORMATION**

	Full Name, City & State	Major Subjects	Number Years Attended	Degree Received (i.e. BS, BA, MBA)
High School				
Universities/Colleges Trade, Other Training				

List other scholastic achievements, professional affiliations, and civic services:

**EMPLOYMENT RECORD** – May we contact your current or past employers:  Yes  No

List all of your employers in chronological order beginning with the most recent. Include all full-time, part-time, summer, and temporary employment along with periods of unemployment and continuing education. Leave no gaps longer than a one-month period. You must complete this section even if your work history is on your resume.

DATE – Mo/ Yr		EMPLOYER			MONTHLY EARNINGS	TYPE OF WORK PERFORMED	GIVE EXACT REASON FOR LEAVING (complete, even if presently employed)
From	To	Name of Company, City & State	Supervisor	Phone No.			
					START:		
					FINAL:		
					START:		
					FINAL:		
					START:		
					FINAL:		
					START:		
					FINAL:		
					START:		
					FINAL:		
					START:		
					FINAL:		

**SKILLS**

COMPUTER SKILLS								
HARDWARE EXPERIENCE: <input type="checkbox"/> PC <input type="checkbox"/> MAC <input type="checkbox"/> MAINFRAME EXPERIENCE <input type="checkbox"/> OTHER _____								
		LEVEL OF PROFICIENCY						
		(1=Low to 5=High)						
SOFTWARE PROGRAMS	NAME	SOFTWARE VERSION	1	2	3	4	5	YEARS OF EXPERIENCE
Word Processing	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Spreadsheet	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Graphics	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

OTHER SKILLS:

Typing Speed on Computer \_\_\_\_\_

Foreign Languages Spoken and/or Written (indicate spoken/written and level of proficiency) \_\_\_\_\_

\_\_\_\_\_

List skills related to the position you are seeking \_\_\_\_\_

\_\_\_\_\_

**Employment Questions**

Have you ever been terminated or requested to resign from prior employment?  Yes  No If YES, please explain and include date, company and reason. \_\_\_\_\_

\_\_\_\_\_

Have you ever been accused of stealing anything from a prior employer or fellow employee?  Yes  No If YES, please explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever entered a plea of guilty, no contest, or had a conviction or withheld judgment to any misdemeanor or felony? Include military service convictions. Do not include arrests that have not resulted in criminal prosecution.  Yes  No If YES, this will not necessarily preclude employment. If YES, please explain: \_\_\_\_\_

\_\_\_\_\_

Are you presently under indictment or are you currently a defendant in any criminal proceeding?  Yes  No

If YES, please provide the following information:

- a) The date and place of the indictment or pending charge \_\_\_\_\_
  - b) Where and when is a trial scheduled in connection with the indictment or pending charge? \_\_\_\_\_
- \_\_\_\_\_

**Military Information**

Please attach a copy of DD214

Names of relatives/friends employed now or in the past at The Housing Company and how related:

\_\_\_\_\_

\_\_\_\_\_

USE INK – DO NOT TYPE – ANSWER ALL QUESTIONS

**References**

List at least 6 current work-related persons for whom you have worked for or worked with that we may contact.

Name		Company		Title	
Phone		Email		Relationship	

Name		Company		Title	
Phone		Email		Relationship	

Name		Company		Title	
Phone		Email		Relationship	

Name		Company		Title	
Phone		Email		Relationship	

Name		Company		Title	
Phone		Email		Relationship	

Name		Company		Title	
Phone		Email		Relationship	

**EMPLOYMENT APPLICATION UNDERSTANDING**

Please read the following before signing. This contains terms and conditions that affect your application and potential employment. In exchange for consideration of this application and my possible employment with The Housing Company, I agree to the following terms and conditions:

- Authorization and Release:** I authorize The Housing Company (THC) to conduct an investigation of my qualifications for employment. I realize that the investigation will include contacting prior employers or other third party agencies to release all information about me to THC, and I release them from liability unless I have indicated otherwise on this form. I release any and all persons and parties connected with the investigation from any and all claims or damages arising from the furnishing of information as part of that investigation.
- Employment-At-Will:** I understand that I am applying for at-will employment with THC. I further acknowledge that THC's policies, manuals, or other similar documents are meant to be explanations of benefits or programs and they do not change the terms of my employment at-will. I understand that if I am employed by THC, I or THC can terminate my employment at any time, for any reason, or for no reason at all.
- Drug Free Workplace:** THC is committed to providing a safe environment and to employing a workforce free from the use of illegal drugs and abuse of alcohol, either on or off the job. With this objective in mind, THC has established a policy pertaining to drug testing. In the event I am offered a position with THC, I understand I may be subject to drug testing.
- Criminal-Record Check:** I understand that in conjunction with my application for employment, THC has the right to conduct a background check to determine whether I have criminal convictions and pending prosecutions. I voluntarily consent to THC's background check and release any and all persons and parties connected with the background check from any and all claims or damages arising therefrom.
- Job Related Testing:** I understand that THC may use testing to determine if I am qualified to perform essential functions of the position.
- Confidential Information:** I will not divulge, or appropriate for my own use or for the use of others, any knowledge or information obtained by me during the application process or during my employment with THC should I be offered a position and become employed by THC.

I verify that the information that I have provided on this application is true and accurate. I understand that any omission of information requested or any false or misleading information that I furnish in connection with this application for employment, including any authorizations given, may result in rejection of my application or termination of my employment if I become employed by The Housing Company. I certify that I have read and agree to the above terms.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date