

# PORTLAND HOUSING AUTHORITY EMPLOYMENT APPLICATION

Please type or print (use ink)

Name \_\_\_\_\_ Email: \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone No. \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Have you ever been employed by Portland Housing Authority? ..... [ ] Yes [ ] No

If yes, give dates employed: \_\_\_\_\_

Have you ever applied to Portland Housing Authority before? ..... [ ] Yes [ ] No

If yes: What Position \_\_\_\_\_ When? \_\_\_\_\_

**EDUCATION AND TRAINING:**

Name of High School \_\_\_\_\_ Location \_\_\_\_\_

Graduate (dates) \_\_\_\_\_ Highest grade completed (1-12) \_\_\_\_\_

Colleges or Universities Attended	From (Date)	To (Date)	Major Subjects	Degree or Certificate
Business, Trade, or Correspondence Schools	From (Date)	To (Date)	Major Subjects	Degree or Certificate

**POSITION INFORMATION**

Position applied for: \_\_\_\_\_ [ ] Part-Time [ ] Full-time

Are you over the minimum legal working age for the position for which you applied? ..... [ ] Yes [ ] No

When will you be available for work? \_\_\_\_\_

**PERSONAL INFORMATION**

Have you ever been disciplined, or asked to resign from a prior position? ..... [ ] Yes [ ] No  
 If Yes, explain the circumstances on a separate sheet of paper and attach it to this application.

Have you:

- a) Ever been convicted of a crime, other than a minor traffic offense; or
- b) Ever entered a plea of guilty or a plea of "no contest" (nolo contendere) or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation for any crime other than a minor traffic offense? ..... [ ] Yes [ ] No

**FOR DRIVER APPLICANTS ONLY:** Have you ever been charged with a traffic offense or pleaded guilty or "no contest" (nolo contendere) to a traffic offense? ..... [ ] Yes [ ] No

If you have answered yes to any of the previous questions, please explain, in detail, including the date of the court action, the offense in question, and the address of the court involved:

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**Note: Conviction of a crime is not an automatic bar to employment by the Authority**

WORK EXPERIENCE (last 10 years)					
Company	Position Held*	From (date)	To (date)	Name of Supervisor	Address of Company

**\*Please indicate "F" for full-time or "P" for part-time**

In addition to your work history, what other experiences, skills, or qualifications do you believe would especially qualify you for the position applied for?

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**REFERENCES**

List your two most recent supervisors and one other person who can speak for your skills

Name	Present Address	Present Telephone No.	Relationship or Title	Present Business

**IT IS THE POLICY OF THE PORTLAND HOUSING AUTHORITY TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITIES TO ALL CANDIDATES FOR EMPLOYMENT REGARDLESS OF AGE, RACE, SEX, COLOR, RELIGION, NATIONAL ORIGIN, DISABILITIES OR SEXUAL ORIENTATION**

Any falsification of information or misleading information on this application shall be fully sufficient grounds to refuse to employ or, having been employed, shall be immediate grounds for dismissal.

My signature below constitutes authorization to check my employment history, including, without limitation, criminal arrest and conviction record, references, and release of investigatory information possessed by any state, local, or federal agency. I further authorize those persons, agencies, or entities that the Portland Housing Authority contacts in connection with my employment application to fully provide the Portland Housing Authority any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including, without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the Portland Housing Authority, its agents and officials or against any provider of such information.

In consideration of my employment with the Portland Housing Authority, should I be selected, I agree to conform to the rules and regulations of the Authority. I understand that I am an "employee at will" and that my employment and compensation can be terminated with or without cause and with or without notice at any time at the option of either the Authority or myself. I understand that no employee or representative of the Portland Housing Authority has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I have read this application form carefully and I understand the meaning of its provisions and agree to abide by them.

**NOTE: All previous pages must be initialed as read and accepted for this application to be considered complete.**

\_\_\_\_\_  
Date

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