

Housing Authority of Paducah Application for Employment

To view current openings or to join our Talent Pipeline, please visit
<https://paducahousing.bamboohr.com/jobs>

The Housing Authority of Paducah is an equal opportunity employer and takes affirmative action to ensure both job applicants and employees are given fair and equal treatment. All applicants will be considered without regard to race, color, religion, age, sex, sexual orientation, gender identity, pregnancy, childbirth, pregnancy/childbirth related medical conditions, genetic makeup, national origin, disability, veteran or family status, any other status or condition protected by applicable local, state, or federal laws, except where a bona fide occupational qualification applies. Equal access to the hiring process, services, and employment is available to all persons. Applicants requiring accommodations to the applications and/or interview process should contact a representative of the Human Resources Department.

INSTRUCTIONS: Please read carefully. Every item on this form should be answered to the best of your ability. **Please type in your responses and click the submit button when you are done. You may also print, complete entries with an ink pen and mail/deliver this form to the address above.** Upon employment, this application will become part of your permanent record with the Housing Authority of Paducah. **You are not required to supply any information that is prohibited by Federal, State, or Local law.** *The Housing Authority of Paducah complies with Section 3 Rule, "Final Rule 24 CFR 75"; Qualified Public Housing Residents, Section 8 participants and low- and very low-income individuals are encouraged to apply. Learn more about Section 3 and Final Rule 24 CFR 75 by visiting the following link: https://www.hud.gov/press/press_releases_media_advisories/HUD_No_20_159.*

All questions should be answered and this application must be signed and dated for consideration. **Verification of eligibility to work in the U.S** will be required is an employment offer is made. You may request assistance in completing this application by contact a member of or HR team. (270) 450-4240

Applicant Information:

Name _____
Last First Middle

Address _____
Street Apt. # City State Zip

Home Phone (____) _____ Cell Phone (____) _____ Social Security Number _____

Position(s) applied for _____

Have you filed an application here before? Yes No If yes, give date: _____

Have you been employed here before? Yes No If yes, give date: _____



If you responded yes, reason for leaving? _____

Are any of your relatives presently employed with the Company? Yes No

If yes, please provide names of relatives, their positions, and departments.

Are you employed now? Yes No What date would you be available for work? _____

Wage expected? _____

Are you available to work? Full Time Part Time Shift Work Temporary
(Check all that apply)

Are you fluent in any foreign language (if job related)? List: _____

Are you over the age of 18? Yes No

Education:

	High School	College/University	Graduate/Professional
School Name			
Diploma/Degree Received			
Honors Received			
Describe Course of Study			

Do Not List Graduation Dates!

Employment Experience:

List all your work experience including military and voluntary service assignments. Start with your present or last job. Attach an additional sheet if necessary.

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ To _____

Reason for Leaving : _____

Work Performed: _____

May We Contact This Employer? Yes No If no, why not? _____

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ To _____

Reason for Leaving : _____

Work Performed: _____

May We Contact This Employer? Yes No If no, why not? _____

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ To _____

Reason for Leaving : _____

Work Performed: _____

May We Contact This Employer? Yes No If no, why not? _____

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ To _____



Reason for Leaving : _____

Work Performed: _____

May We Contact This Employer? Yes No If no, why not? _____

Skills/Training Certifications:

Please summarize your job-related skills, specialized training, or certifications:

List job related professional, trade, business, or civic associations and any offices held.
(Exclude memberships that would reveal sex, race, religion, national origin, age, color,
disability, or other protected status.)

List job-related special accomplishments, publications, and awards. (Exclude information
that would reveal sex, race, religion, national origin, age, color, disability, or other
protected status.)

List any additional information you would like us to consider.



References:

Provide **complete** contact information on three (3) coworkers or supervisors (not related to you) that we may contact for a reference. **At least one of these must be a previous supervisor.**

<i>Name</i>	<i>Company</i>	<i>Job Title</i>	<i>Work Phone</i>	<i>Other Phone</i>
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<i>Name</i>	<i>Company</i>	<i>Job Title</i>	<i>Work Phone</i>	<i>Other Phone</i>
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<i>Name</i>	<i>Company</i>	<i>Job Title</i>	<i>Work Phone</i>	<i>Other Phone</i>
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Acknowledgements:

Accuracy of Information. I certify that the information in this application is correct to the best of my knowledge. I understand and agree that any false, misleading, or incomplete information given in my application, interview(s), or other pre-employment questionnaires and procedure, regardless of when discovered by The Housing Authority of Paducah will be sufficient basis for my disqualification for employment, or, if already employed by The Housing Authority of Paducah, the termination of my employment with The Housing Authority of Paducah.

I agree that The Housing Authority of Paducah shall not be liable in any respect if I am not hired or if my employment is terminated as a result of providing such a false, misleading, or incomplete information.

Information Release. I authorize The Housing Authority of Paducah to contact any company institution, or individual it deems appropriate to investigate my education, employment history, character, qualifications, driving record, and any other job-related information. I give my full consent for all contacted persons, including former employers, to provide the information concerning this application. Further, I waive my right to bring a claim against these individuals for any damages arising from furnishing the requested information to the Housing Authority. I also release the Housing Authority from all liability that might result from checking such references. A copy of this authorization is valid as the original.

Employment Eligibility Verification. I understand that all post-offer employment eligibility verifications are processed through E-Verify Internet-Based System. I have received a copy of the “Notice of E-Verify Participation” and the “Right to Work” with this application.



Drug Testing and Fitness for Duty. The Housing Authority of Paducah is a drug-free workplace. A post-offer drug and alcohol screen and physical examination (as applicable to the position applied for) will be required. I understand that, as allowed by the Americans with Disabilities Act, any offer of employment may be withdrawn if I test positive for drugs and/or if a condition is discovered which does not permit me to perform the essential functions of the job and for which no reasonable accommodation can be made.

Criminal Background Check. I understand that The Housing Authority of Paducah requires and will conduct a criminal background check on all new employees prior to the first day of employment.

“At-Will” Status. I understand Kentucky is an “at will” state and that The Housing Authority of Paducah is an “at will” employer. Any offer of employment does not constitute an employment contract. Employment may be terminated at any time by either party, with or without cause.

Application Status. I understand this application is current for only 60 days. At the conclusion of this time, if you have not heard from Housing Authority and still wish to be considered for employment, it will be necessary to complete a new application.

Signature

Date

Attachments:

- (1) Authorization to Release Information of Employment Records
- (2) Section 3 Self-Certification Form & Income Limits Summary
- (3) Notice of E-Verify Participation
- (4) Right To Work
- (5) Voluntary Self-Identification of Disability

Please contact our Human Resources Department at: 270.450.4240, if you have any questions or concerns regarding this application, or the position you are applying for.

