

Housing Solutions of Northern Arizona
P.O. Box 30134 / 2304 N. Third St.
Flagstaff, AZ 86003
An Affirmative Action/Equal Opportunity Employer

EMPLOYMENT APPLICATION

Full Name _____
Street Address _____ Phone Number _____
City _____ State _____ ZIP Code _____ Email Address _____
Position for which you are applying _____ Full time _____ Part time _____
Salary you are seeking _____ How did you hear about this position? _____
Are you at least 18 years of age? Yes _____ No _____ Are you eligible for employment in the US? Yes _____ No _____

EMPLOYMENT HISTORY

(All information must be completed even if a resume is attached)

Please list the last **ten** years of your employment history in chronological order with most recent position first. If you need additional space, continue on another sheet of paper. May we contact your present employer? Yes _____ No _____

Present or last employer _____ Name & Title of Supervisor _____
Address _____ Phone Number _____
Dates: From _____ to _____ Salary: \$ _____ /year Salary \$ _____ / year
(month and year) (month and year) (beginning) (ending)
Beginning Job Title _____ Ending Job Title _____
Primary duties _____
Reason for leaving _____

Previous employer _____ Name & Title of Supervisor _____
Address _____ Phone Number _____
Dates: From _____ to _____ Salary: \$ _____ /year Salary \$ _____ / year
(month and year) (month and year) (beginning) (ending)
Beginning Job Title _____ Ending Job Title _____
Primary duties _____
Reason for leaving _____

Previous employer _____ Name & Title of Supervisor _____
Address _____ Phone number _____
Dates: From _____ to _____ Salary: \$ _____ / year Salary \$ _____ /year
(month and year) (month and year) (beginning) (ending)
Beginning Job Title _____
Primary duties _____
Reason for leaving _____

WRITING REVIEW

Please respond to the following question within the space provided. What can you contribute to our organization and why should we hire you? _____

SKILLS

Office Equipment _____

Computer Software _____

(Microsoft Word, Outlook, etc.)

Spreadsheet Software _____

(Microsoft Excel, QuickBooks etc.)

Other _____

EDUCATION

Name of
School

Years
Completed

Did you
graduate?

Major course of study
Or degree granted

High School _____

College _____

Other (specify) _____

REFERENCES

Please list three professional references (not related to you), including one direct supervisor, who are familiar with the quality of your work.

Name	Address	Phone	Occupation
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1 _____

2 _____

3 _____

SIGNATURE

Housing Solutions of Northern Arizona (HSNAZ), is an Equal Opportunity Employer. It is our policy to consider all qualified applicants for available positions without regard to race, color, creed, age, gender, gender expression, gender identity, religion, religious beliefs, ethnicity, national origin, marital or familial status, pregnancy, sexual orientation, disability, military status, or any other basis prohibited by law. No question on this application is intended to secure information to be used for such discrimination. We make no promise of employment by offering this application form or accepting your written response. Any employment we may offer you will be terminable **at will**. This means you can quit at any time. It also means that we can terminate your employment at any time, with or without cause. By completing this application and signing below, you agree that any dispute you may have with HSNAZ regarding this application or subsequent employment with us is subject to binding arbitration under the auspices of the American Arbitration Association in accordance with HSNAZ's policies. You authorize us to investigate your qualifications and to make inquiries about you generally. You also authorize us to share this application and its contents with our employees and any outside agencies or representatives we deem appropriate. If there is anyone you don't want us to contact, please tell us so in writing. By signing below, you are affirming that the statements you make in this application, plus any additional written and oral information you provide us about yourself, such as a resume or an interview, are true, and that you have not omitted anything. Omission is sufficient grounds for us to reject this application without further consideration. Such falsification or omission may also be grounds for immediate termination.

Date _____ Signature _____