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<http://www.housingkitsap.org>

APPLICATION FOR EMPLOYMENT

1. Name: _____ SS#: _____

2. Address: _____ Phone: _____

_____ Email: _____

3. Do you have a valid driver's license? __Yes __No DL: _____

4. Are you a citizen of the United States? Yes No

5. Are you over 18 years of age? Yes No

6. Military Service: Yes No

(If yes, please attach DD214)

Date of Military Service: _____ From: _____ To: _____

7. Position Applied For: _____

8. Date of Availability: _____

9. Have you been convicted of a felony within the last 10 years?
__Yes __No

If yes, please explain _____

NOTE: A conviction record does not necessarily constitute an automatic disqualification from employment but false or misleading information will.

10. Do you have any special skills, experiences, qualifications or education that you feel would especially fit you for the position you are applying for? _____

11. High School Attended: _____

Last Grade Completed: _____

College Attended: _____

Major Studies: _____

12. List all present and past employment, beginning with your most recent.

a. Name: _____ Phone: _____

Address: _____

Date of Employment: From: _____ To: _____

Starting Salary _____ Ending Salary _____

Job Title _____

Description of Work Performed: _____

Reason for leaving/considering change: _____

b. Name: _____ Phone: _____

Address: _____

Date of Employment: From: _____ To: _____

Starting Salary _____ Ending Salary _____

Job Title _____

Description of Work Performed: _____

Reason for leaving/considering change: _____

c. Name: _____ Phone: _____

Address: _____

Date of Employment: From: _____ To: _____

Starting Salary _____ Ending Salary _____

Job Title _____

Description of Work Performed: _____

Reason for leaving/considering change: _____

d. Name: _____ Phone: _____

Address: _____

Date of Employment: From: _____ To: _____

Starting Salary _____ Ending Salary _____

Job Title _____

Description of Work Performed: _____

Reason for leaving/considering change: _____

13. May we contact the employers listed above? _____ If not, indicate by number which ones you do not wish us to contact: _____

14. How do you feel about working evenings and weekends if the nature of the work requires it?

15. What is the most important thing you look for in a job? (Security, salary, job satisfaction, respect, prestige, etc.) _____

16. Is there any other information you feel is necessary for us to know? Please feel free to list hobbies/other interests. _____

17. The facts set for in the above are true and complete. I understand that if employed, false statement on this application may be considered sufficient cause for dismissal.

Signature of Applicant

Date

In order for us to be able to process your application, please review and initial each of the statements below:

I declare that all statements contained in this application are true and that any misrepresentation or omission may result in rejection of my application and/or termination of my employment at any time.	
I authorize you to conduct a criminal background check, as well as personal and professional background checks, for the purpose of consideration of this application. You may contact any references, past and current employers, and any other individual to organization that might be relevant to the position for which I am applying – except for those specifically excluded in writing on this application., I hereby release all of these references, employers and other individuals/organizations from any and all liability for damages that might occur in connection with this application.	
I understand and agree that my employment relationship with this organization is an “at-will” relationship, meaning that both the organization and I have the right to terminate this employment relationship at any time for no reason or for any reason, as long as that reason is not illegal. No verbal promises or guarantees can change this “at- will” relationship. Any changes to the at-will relationship or its terms must be in writing, for the agreed purpose of changing the relationship, and signed by me and by an authorized officer of this organization.	
This organization prohibits and does not tolerate discrimination in any form, including harassment, on basis of race, color, national origin, religion, sex, age veteran or marital status, disability, genetics, sexual orientation pr any other protected category of individuals.	
My signature indicates that I have read all of the above statements, I asked any questions I may have had, and I fully understand all these statements.	

DO NOT SIGN UNTIL YOU HAVE READ AND INITIALED THE ABOVE STATEMENTS

APPLICANT SIGNATURE _____

DATE _____

WAIVER AND AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

I authorize you to furnish the Kitsap County Consolidated Housing Authority Personnel Department with any and all information that you have concerning me, my work record, my reputation, education and recommendations made. Information of a confidential or privileged nature may be included. Your reply will be used to assist the Personnel Department in determining my qualification and fitness for the position I am seeking with the Kitsap County Consolidated Housing Authority.

I understand my rights under Title 5, United States Code, Section 5524, the Privacy Act of 1974, and waive those rights with the understanding that information furnished will be used by the Personnel Department in conjunction with employment procedures.

I hereby release you, your organization, and others from any liability or damage that may result from furnishing the information requested.

Please Print Name

Applicant's Signature

Today's Date