



# Employment Application

## INSTRUCTIONS:

1. PRINT LEGIBLY, TYPEWRITE or save document as a Word (\*.doc) or PDF file and FILL IN FORM FIELDS.
2. A separate application must be completed for each position that you are applying for.
3. Complete all sections of the application and make sure the application is signed and dated before it is submitted to the Housing Authority of the County of San Joaquin (HACCSJ) Human Resources Department.
4. **Only completed applications will be accepted.** Please read the Job Announcement carefully. Some positions may require supplemental questions. Resumes are encouraged but will not be accepted in lieu of any portion of the HACCSJ official Employment Application. Use additional sheets if more space is needed. Completed applications can be sent or delivered to 2575 Grand Canal Blvd., Suite 220, Stockton CA 95207. Alternate submissions method is by Fax: (209) 460-5117.
5. Applicants may be required to submit additional proof of qualifications, if sufficient information is not provided (i.e., License, Certificate, Degree, etc).
6. Criminal background checks will be made on applicants who are eligible for interviews.
7. It is the applicant's responsibility to ensure that the application is received within the filing period. Applications must be in the HACCSJ Office **NO LATER THAN ON THE FINAL FILING DATE ON THE JOB ANNOUNCEMENT.** Late applications will not be accepted.
8. Screening applications may take 2-3 weeks or longer after the final closing date.

**You will be contacted by phone or email for interviews and tests if you are selected.**

The Housing Authority of the County of San Joaquin is an Equal Opportunity Employer  
Thank you for your interest in employment with our Agency.

**To request accommodation as provided by the Americans with Disabilities Act (ADA), please contact the Human Resource Office by fax at (209) 460-5117**



7. Is there any reason why you would not be able to successfully perform the functions of the job for which you are applying?  Yes  No If yes, please explain: \_\_\_\_\_

What accommodations, if any, would be necessary should you be offered employment with this agency?

8. Do you have a valid California Drivers License?  Yes  No Enter Number: \_\_\_\_\_

9. Have you ever been discharged or terminated for any reason except layoff for lack of work or have you ever resigned to avoid discharge, or have you received a general or dishonorable discharge from the military service?  Yes  No If yes, cite all cases; attach additional sheet(s) if needed.

Name of Employer (or Military Branch): \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Date of Discharge: \_\_\_\_\_

Reason for Discharge: \_\_\_\_\_

**II. Education/Training/Certifications**

10. Insert the name of the school attended, circle the last year completed, describe the major or course of study and identify the type of degree earned.

TYPE	NAME OF SCHOOL	CIRCLE HIGHEST GRADE COMPLETED	MAJOR/COURSE	DIPLOMA/ DEGREE (Y/N)
Elementary		5 6 7 8		
High school		9 10 11 12		
Jr. College		1 2		
College		1 2 3 4		
Other				

11. Describe other training or education not indicated above.

12. What office machines or equipment can you operate?

14. What is your typing speed (if required for this position)? \_\_\_\_\_ w.p.m.



b. If more than three (3) months between periods of employment listed, explain why:

---



---



---



---

c. Describe Supervisory or Managerial experience you have:

---



---



---



---

d. Are there any other skills, experience or qualifications not already listed that you feel would especially fit you for the position you are applying for?

---



---



---



---

e. May we contact the employers listed?  Yes  No If no, which ones?

---

**CERTIFICATION AND AGREEMENT: (Please read carefully before signing)**

I certify that all information listed in this application is true and correct to the best of my knowledge. I authorize the Housing Authority of the County of San Joaquin to verify any of the information I have submitted with full knowledge that any misleading statement or omission of material facts may be sufficient cause for disqualification for or dismissal from employment with the Housing Authority of the County of San Joaquin. I also authorize employers, schools or persons named in this application to give any information regarding my qualifications and character. I hereby release said employers, schools, persons, and the Housing Authority from any liability for damages for releasing or receiving information.

I agree to submit to a post offer pre-employment physical examination which will include a drug and/or alcohol analysis. I also agree and submit to a post offer criminal background check. I understand that I will be required to show proof of citizenship or legal right to work in the United States.

**I release all parties and persons connected with any requests for information from all claims, liabilities and damages for whatever reason arising out of furnishing this information.**

Date \_\_\_\_\_ Signature \_\_\_\_\_

# Section 3: Stockton Lodi-MSA Area

We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion, and job status without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Company Name: \_\_\_\_\_

## Section 3: Worker Classification

1. I am currently, or was when I was hired, fit into at least one of the following categories as documented within the past five years:

**Yes**                       **No**

- My income is below the amount listed in the table

Persons in Family	1	2	3	4	5	6	7	8
Income Limit	\$41,450	\$47,400	\$53,300	\$59,200	\$63,950	\$68,700	\$73,450	\$78,150

- I am currently, or was when I was hired, a Youthbuild participant.
- I work for a Section 3 business (employer will inform you)

2. I currently fit, or did fit when I was hired, at least one of the following categories as documented within the past five years:

**Yes**                       **No**

- I currently live within one mile of the project site or in the immediate neighborhood.
- I am a resident of public housing OR Section 8 housing OR receiving assistance from a public housing authority.

Signature: \_\_\_\_\_