VERMONT STATE HOUSING AUTHORITY One Prospect St, Montpelier VT 05602-3556

Employment Application Part 1 802.828.3295 ★ 802.828.3248 (Fax) [www.vsha.org](http://www.vsha.org)

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Please be detailed and specific about your education and work experience and how they relate to the position for which you are applying. Please start with your present and/or last employer. This application must be completed in full even if you submit a resume.

APPLICANT INFORMATION

|  |  |
| --- | --- |
| Position applying for:       | Date available to begin work:       |
| Name:       | Telephone:       |
| Address:       | E-Mail:       |

EMPLOYMENT HISTORY

Please list your work history for the past five years. Attach additional page(s) if necessary.

|  |  |  |
| --- | --- | --- |
| Name/Address Present/Last Employer      | Job Title      | Dates of Employment      |
| Supervisor/Title      | Telephone Number      | May we contact this employer?      |
| Description of work and responsibilities:      |
| Reason you left position:      |
|  |  |  |
| Name/Address Next Previous Employer      | Job Title      | Dates of Employment      |
| Supervisor/Title      | Telephone Number      | May we contact this employer?      |
| Description of work and responsibilities:      |
| Reason you left position:      |
|  |
| Name/Address Next Previous Employer      | Job Title      | Dates of Employment      |
| Supervisor/Title      | Telephone Number      | May we contact this employer?      |
| Description of work and responsibilities:      |
| Reason you left position:      |
|  |
| Name/Address Next Previous Employer      | Job Title      | Dates of Employment      |
| Supervisor/Title      | Telephone      | May we contact this employer?      |
| Description of work and responsibilities:      |
| Reason you left position:      |

EDUCATION/TRAINING

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name/Location | Course of Study | GraduatedYes/No | Degree/DiplomaEarned |
| High School or GED |       |       |       |       |
| College / Other |       |       |       |       |
| Additional Course Work / Training |       |       |       |       |

SPECIALIZED SKILLS & KNOWLEDGE | LICENCES/CERTIFICATES

|  |
| --- |
| List any skills or knowledge that show your ability to perform the job for which you are applying.      |

ADDITIONAL INFORMATION

|  |  |  |
| --- | --- | --- |
| YES | NO |  |
| [ ]  | [ ]  | Are you 18 years of age or older? |
| [ ]  | [ ]  | Do you have any relative or person(s) residing with you that work for VSHA? |
| [ ]  | [ ]  | Are you able to provide proof of your ability to legally work in the US? |
| [ ]  | [ ]  | Are you able to perform the responsibilities of the job with or without accommodation? |
| [ ]  | [ ]  | Have you ever been employed by VSHA? If so, please state dates and position.      |

SIGNATURE

To be valid, you must sign and date this application. A false or dishonest answer to any question in this application may be grounds for rating you ineligible and/or for dismissing you. All statements in this application are subject to investigation and verification, including a check with all previous employers. NOTE: Vermont State Housing Authority conducts background and criminal record checks. Where applicable/required, VSHA will conduct background screening through the VT Agency of Human Services Adult Protective Services and Child Protection Registry Unit. You may be required to sign release forms for such background and record checks.

I certify that all the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

|  |  |  |
| --- | --- | --- |
|       |       |       |

 Signature Print Name Date

DISCLAIMER: Please note that this application is not intended to and does not create a contract or offer of employment.