

Housing Authority of the County of Chester
30 W. Barnard St., Suite 2
West Chester, PA 19382
610-436-9200
610-436-9203 Fax
Haccnet.org

Employment Application Form

Today's Date: _____

Applicant Information

Name _____			
Last	First	Middle	
Permanent Address _____			
	City	State	Zip Code
Telephone Number _____		Email Address _____	
Position applying for _____		Desired salary _____	

How were you referred to this company?

Agency Walk-in Friend/Relative Website School Other _____

Employment Desired Full-Time Part-Time Temporary/Summer

Are you available to work weekends? Yes No

Are you 18 years of age or older? Yes No

Are you authorized to work in the United States? Yes No

Have you ever applied at this company before? Yes No If yes, when? _____

Have you ever worked at this company before? Yes No If yes, when? _____

Driving Jobs Only: Do you have a valid driver's license? Yes No

Class of License _____

Education

School	Name and Location	Number of Years Attended	Major	Diploma or Degree Received
High School or GED				
College				
Graduate				
Vocational/ Technical				

Training Courses – List any relevant academic honors, awards, scholarships, professional organizations, volunteer activities, certificates, publication, licenses or any other information consider significant and relevant to employment:

Course/Seminar	Organization	Content	Date(s) Attended

Employment History – List your work experience for the past three years beginning with your recent job held.

Name of Company _____ From _____ To _____ Address: _____ <div style="display: flex; justify-content: space-between;"> City State Zip Code </div>		
Employer's Phone Number: _____		Position Title: _____
Supervisor's Name _____		Ending Salary: _____
Describe Duties/Responsibilities: _____ _____ _____		

Reason for leaving: _____ May we contact this employer? Yes No

Name of Company _____ From _____ To _____		
Address: _____		
City	State	Zip Code
Employer's Phone Number: _____	Position Title: _____	
Supervisor's Name _____	Ending Salary: _____	
Describe Duties/Responsibilities: _____		
Reason for leaving: _____ May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name of Company _____ From _____ To _____		
Address: _____		
City	State	Zip Code
Employer's Phone Number: _____	Position Title: _____	
Supervisor's Name _____	Ending Salary: _____	
Describe Duties/Responsibilities: _____		
Reason for leaving: _____ May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Business References

Name/Business Relationship	Phone Number

Military Service

Branch of Service _____	
Date Entered _____	Date Discharged _____
Nature of duties, special skills, training, etc.	

Please Read Carefully Before Signing This Form

All information contained in this application is true to the best of my knowledge and belief. I understand that misrepresentation or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am selected/hired.

I authorize this company to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to my employment or me.

Regardless of whether or not I become selected/hired by this company, I recognize that this application is not and should not be considered a contract of employment for any definite period of time. If employed, I understand that I have been hired "at-will" of the employer and my employment may be terminated at any time, with or without cause and with or without notice.

Signature of Applicant: _____

Date: _____

This company is an Equal Employment Opportunity employer. We adhere to a policy of making employment decisions without regards to race, color, religion, sex, age, disability or any other protected categories. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.