



# Housing Authority of the City of Laredo

*"Serving. Collaborating. Empowering."*

2000 San Francisco Avenue

Laredo, Texas 78040

(956) 722-4521 Main

(956) 722-6561 Fax

www.larha.org



## Application for Employment

### An Equal Opportunity Employer

The Laredo Housing Authority does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information. Further, be aware that fraudulent or misleading responses on this application constitutes grounds for termination.

### General Information

Today's Date: \_\_\_\_\_

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

\_\_\_\_\_  
Address City State Zip Code

Telephone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Position(s) Applied for: \_\_\_\_\_

Are you seeking: Full-Time Part-Time Temporary

When could you start working? \_\_\_\_\_

Do you have any relatives working with the Laredo Housing Authority? Yes No

If yes, please provide name and department:

Are you legally eligible for employment in the United States of America? Yes No

*(If hired, you may be required to submit proof of your eligibility to work in the United States of America)*

Are you 18 years of age or older? Yes No

*(If no, hire is subject to verification that you are of minimum legal age)*

Have you ever worked with the Laredo Housing Authority? Yes No

If yes, please provide dates and position(s) held:

Have you ever been arrested? Yes No

Have you ever been convicted of any violation of the law? Yes No

(Include any plea of "guilty", "no contest" and granting of deferred adjudication. Exclude minor traffic violations)

If yes, please give details. Note: A conviction will not necessarily disqualify an applicant for employment

Do you have a valid Driver's License? Yes No

Driver's License Number: \_\_\_\_\_ Class: \_\_\_\_\_ State: \_\_\_\_\_

Have you had your driver's license suspended or revoked in the last three (3) years? Yes No

If yes, please give details:

### Education History

		Years Completed	Diploma / Degree / Certificate	Major Field of Study
High School or GED:				
College or University:				
College or University:				
Vocational/Technical:				

What skills or additional training do you have that relate to the job for which you are applying?

What machines, equipment or software are you knowledgeable with as it relates to the job for which you are applying?

## Employment History

List names of employers (Full and/or Part Time) in consecutive order with most recent employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. **Note: A job offer is contingent upon acceptable references from current and former employers.**

Name of Employer, Address, City, State, Zip Code	Job Title and Duties	
Supervisor(s) and Telephone Number	Dates of Employment (Month/Year)	
	From:	To:
Reason for Leaving:	Pay	
	Start \$	Final \$

Name of Employer, Address, City, State, Zip Code	Job Title and Duties	
Supervisor(s) and Telephone Number	Dates of Employment (Month/Year)	
	From:	To:
Reason for Leaving:	Pay	
	Start \$	Final \$

Name of Employer, Address, City, State, Zip Code	Job Title and Duties	
Supervisor(s) and Telephone Number	Dates of Employment (Month/Year)	
	From:	To:
Reason for Leaving:	Pay	
	Start \$	Final \$

*Employment History Continued on Next Page*

## Employment History Continued

Name of Employer, Address, City, State, Zip Code	Job Title and Duties	
Supervisor(s) and Telephone Number	Dates of Employment (Month/Year)	
	From:	To:
Reason for Leaving:	Pay	
	Start \$	Final \$

## Military Service

Are you a Veteran? Yes No

*(If hired, you may be required to submit proof of your military service.)*

Branch of Service: \_\_\_\_\_

What type of work experience did you receive while in the military?

\_\_\_\_\_

\_\_\_\_\_

## Professional References

Please provide three (3) professional references. You are required to use your current or most recent supervisor as one of your three (3) references. Your application is not complete and not eligible for consideration until LHA has received all three references. Do not list relatives or friends.

Name and Position	Phone/Email	Relationship

### **APPLICANT STATEMENT CONCERNING NEPOTISM**

I hereby declare, to the best of my knowledge, that I am not related within the third degree by consanguinity or the second degree by affinity to any member or spouse of a member of the Housing Authority of Laredo Board of Commissioners or the Executive Director of the Agency.

The present members of the Board of Commissioners are:

- **Jose L. Ceballos, Chairman**
- **Sergio D. Garza, Ed.D., Vice-Chairman**
- **Gloria A. Freeman, Commissioner**
- **Anita L. Guerra, Commissioner**
- **Marisela Rodriguez-Tijerina, Ed.D., Commissioner**
- **Mary Gaona, Executive Director**

I also understand that, if employed and a relationship is discovered within a degree prohibited under statute, I will be required to resign my employment with the Housing Authority of the City of Laredo.

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Signature

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Date

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission of information may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers or organization to provide relevant information and opinions about me that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination if applicable. I hereby consent to a pre-and/or post-employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand that this application, verbal statements by management or subsequent employment do not create an express or implied contract of employment nor guarantee employment for any definite period of time. I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without reason and with or without notice.

I have read, understand, and by my signature consent to these statements.

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Print Name

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Signature

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Date