



410 EAST EUREKA AVENUE
P O BOX 223
EUREKA IL 61530-0223
PH: 309-467-4623
FAX 309-467-6927

Woodford County Housing Authority Employment Application

Instructions: Please fill in all the requested information and return it to our office at 410 E. Eureka Ave. Eureka, IL 61530

Please type or print in ink. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the housing authority promptly. It is the employment policy of the Woodford County Housing Authority to hire regardless of race, color, national origin, gender, sexual orientation, political or religious creed, age, veteran status or disability.

Do not forget to sign and date this form.



We are an equal opportunity employer and provider.



Personal

Position Applied for: _____ Social Security # _____ Telephone Numbers _____
_____ Cell

Name: Last – First – Middle _____ Home

Address: Number & Street – City- State – Zip _____

List Most Recent Previous Address: _____ How long at previous Address?
From _____ To _____

If necessary, best time to call you is: _____ at _____ (number)

In space below, list ANY OTHER Names under which you have worked, gone to school, served in the military, or obtained licenses, certifications, or degrees:

Upon hire, you must provide Proof of Citizenship or Employment Eligibility in accordance with the Immigration Reform & Control Act. If offered employment, can you provide verification of your legal right to work in the United States?

Yes ___ No ___

If you are RELATED by blood or marriage to any member of the WCHA (Woodford County Housing Authority) Board of Commissioners, or to any WCHA Employee, please list them all in the spaces provided below. Attach a separate sheet if necessary.

Name of Relative	WCHA Position	Relationship to You
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date available for work _____ What is your desired salary range? _____

Type of employment desired (Full-time, Part-time, Seasonal, Educational Co-op, Temporary)

Will you relocate if job requires it? Yes ___ No ___

Will you travel if job requires it? Yes ___ No ___

Will you work overtime if required? Yes ___ No ___ If no, explain _____

Have you ever been bonded? Yes ___ No ___

Have you ever been Discharged from Employment or Resigned in Lieu of Discharge? If yes, please explain below. Attach a separate sheet if necessary.

Yes ___ No ___

Please explain _____

Are you a Resident of Public Housing and listed on a WCHA lease? Yes ___ No ___

Are you a Section 8 Resident or Landlord? Yes ___ No ___

Do you have a Valid IL Driver's license? Yes ___ No ___ If yes, provide no.

Have you preformed Military Service? Yes ___ No ___

Have you previously worked for the WCHA (Woodford County Housing Authority)?
Yes ___ No ___

Education/Training

School Attended	Name & Address of School	Select Last Year Completed	Did you Graduate?	Major/Degree
High School	_____	1 2 3 4	Yes No	_____
College/ University	_____	1 2 3 4	Yes No	_____
Graduate School	_____	1 2 3 4	Yes No	_____
Trade School	_____	1 2 3 4	Yes No	_____
Typing Speed	WPM _____	Language Proficiency (other than English) _____		

List Job Related training or certificates obtained below along with the date and State or other licensing Agency. (Attach a separate sheet if necessary:

Employment History

Instructions: Starting with your most current employer, please list all paid employment covering the past 10 years. Attach additional sheets, if necessary. A resume may be attached to provide the information below, but a resume cannot be substituted for the completion of any other section of this employment application.

Employer _____ Contact # _____

Address _____

Starting Job Title/Final Job Title _____

Immediate Supervisor and Title _____

Reason for Leaving _____

Starting Employment Date _____ Ending Employment Date _____

May we Contact for Reference? Yes No Later

Employer _____ Contact # _____

Address _____

Starting Job Title/Final Job Title _____

Immediate Supervisor and Title _____

Reason for Leaving _____

Starting Employment Date _____ Ending Employment Date _____

May we Contact for Reference? Yes No Later

Employer _____ Contact # _____

Address _____

Starting Job Title/Final Job Title _____

Immediate Supervisor and Title _____

Reason for Leaving _____

Starting Employment Date _____ Ending Employment Date _____

May we Contact for Reference? Yes No Later

References

Instructions: List below at least two professional references (preferably former employers or supervisors), and one personal reference. Do not list relatives, members of the WCHA Board of Commissioners or WCHA Employees.

Name _____ Type of Reference _____

Street Address _____ Relationship to you _____

City, State, Zip Code _____ Telephone Number _____

Name _____ Type of Reference _____

Street Address _____ Relationship to you _____

City, State, Zip Code _____ Telephone Number _____

Name _____ Type of Reference _____

Street Address _____ Relationship to you _____

City, State, Zip Code _____ Telephone Number _____

Certification

**YOU MUST SIGN THIS APPLICATION.
Read the following carefully before you sign.**

I HEREBY CERTIFY that all statements made in this application are true and complete to the best of my belief and knowledge. I understand that all statements may be verified and that any material misstatement or omission of fact may be grounds for rejection of my application, or forfeiture of employment. I authorize all companies, agencies, schools or persons named above to give any information regarding my employment and release them from all liability for any damage for issuing this information.

I agree to accept employment, if offered, subject to satisfactory completion of a background check and 90 day review period, and if my services are not satisfactory, I understand that I may be dismissed during my review period.

Applicant's Signature: _____

Date: _____

Please fill in all the information on this form.

Return:

1. This Application
2. A Cover Letter Explaining Why You are Qualified for this Position
3. A Resume (Optional)

To: Woodford County Housing Authority, 410 E. Eureka Ave., Eureka, IL 61530

For Further Information Regarding Application Procedures, Please Call 309-467-4623



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