

APPLICATION  
FOR  
EMPLOYMENT

GRAND JUNCTION HOUSING AUTHORITY  
8 FORESIGHT CIRCLE  
GRAND JUNCTION, CO 81505 (970) 245-0388

**APPLICANT: READ CAREFULLY**

**PLEASE WRITE LEGIBLY**

Grand Junction Housing Authority (Employer) is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, physical or mental disability or veteran status. It is our intent that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

**Please complete the entire application. A resume or cover letter will not substitute for any part of the application.**  
**\*\*Incomplete applications will not be considered for an interview.**

Position Applied for: \_\_\_\_\_

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

Present Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Message: \_\_\_\_\_

Are you under 18 years of age? Yes: \_\_\_\_\_ No: \_\_\_\_\_. If "Yes", state your date of birth: \_\_\_\_\_

Are you lawfully authorized to work in the United States? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Do you have any commitments that will require your absence from work during regular work hours for more than a day in the next six months? Yes: \_\_\_\_\_ No: \_\_\_\_\_. If Yes, explain: \_\_\_\_\_

**EDUCATION**

Do you have a high school diploma or equivalent? (GED) \_\_\_ yes \_\_\_ no

Check the highest grade completed beyond high school:  
13 14 15 16 17+

Special Training or Education beyond High School

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Name of School / Location                      Major Course                      Credit Hours                      Type of Degree / Date Received

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
List any job-related experiences and/or job-related skills that you feel would especially qualify you for this position:

## EMPLOYMENT HISTORY

List chronologically **every employer** you have had employment with beginning with the most current. List the specific tasks and responsibilities included in your work history. Use additional pages if necessary.

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Your Title:	May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no			
Present or Last Employer - Name, Address & Phone	Supervisor Name, Title & Phone			
Starting Date:	Ending Date:	Starting Salary	Ending Salary	Hours per Week
Reason for Leaving ( <i>e.g.</i> , Did you resign? Were you terminated? Etc.):				
Duties: (be specific)				

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Your Title:		
Previous Employer - Name, Address & Phone	Supervisor Name, Title & Phone	
Starting Date:	Ending Date:	Hours per Week
Reason for Leaving ( <i>e.g.</i> , Did you resign? Were you terminated? Etc.):		
Duties: (be specific)		

Your Title:

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Previous Employer - Name, Address & Phone

Supervisor Name, Title & Phone

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Starting Date:

Ending Date:

Hours per Week

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Reason for Leaving (*e.g.*, Did you resign? Were you terminated? Etc.):

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Duties: (be specific)

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Your Title:

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Previous Employer - Name, Address & Phone

Supervisor Name, Title & Phone

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Starting Date:

Ending Date:

Hours per Week

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Reason for Leaving (*e.g.*, Did you resign? Were you terminated? Etc.):

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Duties: (be specific)

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Please explain any gaps in your work history that are longer than six months:

**JOB REQUIREMENTS**

I meet all required educational, experience & certification / license qualifications of the job: Yes: \_\_\_\_ No: \_\_\_\_.  
 If no, what qualifications do you lack? \_\_\_\_\_

I have reviewed the essential job functions and state that I can perform these functions with or without reasonable accommodation: Yes: \_\_\_\_ No: \_\_\_\_

I will work overtime (over 40 hours per week) if required. Yes: \_\_\_\_ No: \_\_\_\_

I will accept out of town assignments if required. Yes: \_\_\_\_ No: \_\_\_\_

**EMPLOYMENT REFERENCES**

Include individuals who are qualified to evaluate your professional capabilities. Do not include relatives.

Name	Address	City	State	Phone

**GENERAL INFORMATION**

- 1. Were you ever employed by Employer? \_\_\_\_\_ yes    \_\_\_\_\_ no  
 (if yes, state position, employment dates and reason for leaving, below.)
- 2. Are any of your relatives employed by Employer? \_\_\_\_\_ yes    \_\_\_\_\_ no  
 (if yes, state names and relationships below.)
- 3. Have you ever been fired from a job or quit under threat of being fired? \_\_\_\_\_ yes    \_\_\_\_\_ no  
 (if yes, give detailed explanation below)
- 4. Have you ever been convicted (includes guilty or no contest plea) of a crime or by court martial? Do not include crimes for which public records are sealed or have been expunged. If Yes, identify the nature of the offense, county and state where convicted, date of conviction, and sentence or fine imposed: \_\_\_\_\_

5. If you are presently charged with committing a criminal offense, identify the nature of the offense, county and state where charges are pending, and status of the charges. \_\_\_\_\_

- 6. Within the past 60 days, have you used marijuana, cocaine, any narcotics, amphetamines, barbiturates, or other controlled substances that were not taken as prescribed to you by a physician? \_\_\_\_\_ yes    \_\_\_\_\_ no
- 7. Please describe any problems in your current job about which you have been warned or disciplined during the past 12 months.

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 Details of Yes responses on questions 1 through 5 above: Attach additional pages if necessary.

Item #

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**PLEASE READ THE FOLLOWING INFORMATION BEFORE SIGNING THIS APPLICATION**

I certify that all information given on this application is true, correct and complete to the best of my knowledge. I certify that I have accounted for all of my work experience and training on this application, and that I have not knowingly withheld any fact or circumstance which would if disclosed, affect my application unfavorably. The Grand Junction Housing Authority (GJHA) is hereby authorized to make any investigation of my employment, education or background history through any investigative agencies or bureaus of its choice. I release all relevant parties from all liability of any damages resulting from furnishing such information.

If employed by GJHA, I agree to abide by the rules and regulations. I understand that discovery of misrepresentation or omission of facts herein will make me ineligible for employment or be cause for immediate dismissal. I agree to furnish additional information as may be required to complete my employment file. I have read the job description of the job for which I am applying. I understand that I must be capable of performing the essential functions of the job effectively and safely, with or without reasonable accommodations.

I understand that my employment may be subject to successful completion of an employment physical examination and that my continued employment may be conditioned upon satisfactorily continuing to meet job-related physical and mental requirements. If requested, I agree to submit to a job-related physical examination. ***I also agree to submit to a drug and/or alcohol screen, performed by a qualified medical person of GJHA's choice. Such exam shall be paid for by GJHA. I also agree that all information concerning said physical examination and/or drug and/or alcohol screen can be supplied to GJHA upon their request.***

I understand that this is an application for employment and that no employment contract, either express or implied, is being offered. I understand that all employment with Employer is at-will, meaning that employment with Employer may be terminated, with or without cause, and with or without notice, at any time, at the option of either Employer or the employee. I understand that no supervisor or manager has the authority to enter into an agreement for employment that waives Employer's right to terminate employment at will. I understand that Employer reserves the right to change its personnel policies and employee benefits at any time without approval by employees, and that such changes are accepted by continuing to accept employment with Employer.

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Applicant's Signature

March 17, 2017

Date

**\*\*\*\* Please return this application and any attachments you may have in a sealed envelope to the Grand Junction Housing Authority, attention Personnel. On the outside of the envelope please also clearly write your name and the title of the position you are applying for. You may also email it to [human.resources@gjha.org](mailto:human.resources@gjha.org)**

