

**BURBANK HOUSING
EMPLOYMENT APPLICATION
An Equal Opportunity Employer**

Please Print; Complete all blanks; Do not write "See Resume"

Date: _____

Name _____ Soc. Sec. No.: _____
Last First Middle

Current Street Address: _____
Street City State Zip

Mailing Address (if different from above): _____ Email Address: _____
Street City State Zip

Telephone: _____ (Home) _____ (Business) _____ (Mobile)

Employment Desired:

Position applying for: _____

Are you applying for: Regular full-time work: _____ (Yes/No) Regular part-time work: _____ (Yes/No)

What days and hours are you available for work? _____

If hired, what date can you start work? _____ Salary Desired: _____

Personal Information:

Have you ever applied to or worked for Burbank Housing before? Yes No
If yes, when? _____

Do you have any friends or relatives working for Burbank Housing? Yes No
If yes, state name and relationship _____

If hired, would you have reliable means of transportation to and from work? Yes No

Are you at least 18 years old? Yes No
(If under 18, hire is subject to verification that you are of minimum legal age.)

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to leave and work
in this country? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or
without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?
 (Convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case

(Note: No Applicant will be denied employment solely on the grounds of conviction of a criminal offense. However, the nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may be considered.)

Are you currently employed? Yes No
 If so, may we contact your current employer? Yes No

Education, Training and Experience

School	Name and Address	No. of Years Completed	Did you Graduate?	Degree or Diploma
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/ University			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational/ Business			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Health Care			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Many of our customers (clients) do not speak English. Do you speak, write or understand any foreign languages? Yes No
 If yes, which languages? _____

Answer the following questions if you are applying for a professional position.

Are you licensed/certified for the job applied for? Yes No

Name of license/certification _____ License/Certification Number _____

Has your license/certification ever been revoked or suspended? Yes No

If yes, state reason(s), date of revocation or suspension and date of reinstatement _____

FORMER EMPLOYERS (List below previous employers, starting with your current or last employer)

Name and Address of Current or Last Employer _____

Starting Date: _____ Leaving Date: _____ Beginning Annual Salary: _____ Ending Annual Salary: _____

Job Title _____ May we contact your supervisor? _____

Name and Title of Supervisor _____ Phone Number: _____

Description of Work _____

Reason for Leaving: _____

Name and Address of Present or Last Employer

Starting Date: _____ Leaving Date: _____ Beginning Annual Salary: _____ Ending Annual Salary: _____

Job Title _____ May we contact your supervisor? _____

Name and Title of Supervisor _____ Phone Number: _____

Description of Work _____

Reason for Leaving: _____

Name and Address of Present or Last Employer

Starting Date: _____ Leaving Date: _____ Beginning Annual Salary: _____ Ending Annual Salary: _____

Job Title _____ May we contact your supervisor? _____

Name and Title of Supervisor _____ Phone Number: _____

Description of Work _____

Reason for Leaving: _____

Name and Address of Present or Last Employer

Starting Date: _____ Leaving Date: _____ Beginning Annual Salary: _____ Ending Annual Salary: _____

Job Title _____ May we contact your supervisor? _____

Name and Title of Supervisor _____ Phone Number: _____

Description of Work _____

Reason for Leaving: _____

REFERENCES (Please provide relationship and telephone numbers)

1. Name and Address _____

Occupation _____ Telephone No. _____ No. of Years Acquainted? _____

2. Name and Address _____

Occupation _____ Telephone No. _____ No. of Years Acquainted? _____

3. Name and Address _____

Occupation _____ Telephone No. _____ No. of Years Acquainted? _____

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that **the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application.** I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the company to thoroughly investigate my references, work record, education, credit report, DMV records, conviction records, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons corporations, partnerships and associates from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative. I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the Company. I understand that no company representative, other than its President, and then only when in writing and signed by the President, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Date: _____

APPLICANT'S SIGNATURE: _____

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Equal Opportunity Employment

TO FURTHER ITS COMMITMENT OF EQUAL OPPORTUNITY EMPLOYMENT, BURBANK HOUSING IS REQUESTING APPLICANTS TO VOLUNTARY PROVIDE THE FOLLOWING INFORMATION. THE INFORMATION WILL BE DETACHED FROM THE APPLICATION IMMEDIATELY UPON RECEIPT AND WILL BE USED FOR RESEARCH PURPOSES ONLY.

STATE LAW PROHIBITS THE USE OF THIS INFORMATION FOR OTHER THAN STATISTICAL PURPOSES.

POSITION APPLIED FOR: _____

GENDER: Male Female

RACE/ETHNIC IDENTITY: White Black Hispanic
 Asian or Pacific Islander Native American or Alaskan Native

Applicants with Disabilities: The Fair Employment & Housing Act, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability. If you have a disability, or record of impairment, please indicate your disability below. If you are a qualified individual with a disability, that is, someone who is able to perform the essential functions of the job, with or without reasonable accommodation, and need special testing arrangements, attach a letter to this application explaining the nature of the special accommodations you will require for the testing.

Visual Impairment Hearing Impairment Absence of Major/Minor Limbs
Mental or Personality Disorder Other (Specify) _____

Date: _____ APPLICANT'S NAME: _____

IN ORDER TO ASSIST US IN EVALUATING THE EFFECTIVENESS OF OUR RECRUITING PROCESS PLEASE INDICATE BELOW HOW YOU FIRST LEARNED OF THIS PARTICULAR JOB OPENING.

- FRIEND OR RELATIVE
- ORGANIZATION / GROUP (WHICH ONE?) _____
- BURBANK HOUSING EMPLOYEE (WHICH ONE?) _____
- ADVERTISEMENT IN NEWSPAPER OR MAGAZINE (WHICH ONE?) _____
- INTERNET SITE (WHICH ONE?) _____
- OTHER MEANS (PLEASE SPECIFY) _____