



# The Housing Development Corporation

P. O. Box 2256 Huntington, WV 25723

## Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status. We are an Equal Opportunity Employer.

Please complete all sections of this application, inclusive of the attached releases: Employee Privacy & Criminal Records.

**(Please Print)**

Last Name		First Name		Middle Name
Address	Street	City	State	Zip Code
Telephone Number(s)				Social Security Number

Position Applied For	Date of Application
How Did You Learn About Us? <i>(Please check the appropriate box.)</i>	
<input type="checkbox"/> Walk In <input type="checkbox"/> Relative <input type="checkbox"/> Employment Agency <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend	
<input type="checkbox"/> Other <i>(If you selected "Other", please specify.)</i> _____	

**(Place a check on the appropriate line.)**

Are you legally eligible to work in The United States?      Yes \_\_\_ No \_\_\_

Have you ever filed an application with the HDC before?      Yes \_\_\_ No \_\_\_

What schedule are you available to work? Full Time \_\_\_ Part Time \_\_\_ Shift \_\_\_ Temporary \_\_\_

Can you travel if a job requires it?      Yes \_\_\_ No \_\_\_

On what date would you be available for work? *(Please specify MM/DD/YYYY.)* \_\_\_\_\_

Have you been convicted of a felony within the last 7 years? Yes \_\_\_ No \_\_\_

*(Conviction will not necessarily disqualify an applicant from employment.)*

If you answered "Yes", please explain: \_\_\_\_\_

**Special Skills and Qualifications**

*(Summarize special job-related skills and qualifications acquired from employment or other experience.)*

**Employment Experience**

*(Start by listing your present or most recent job. Include any job-related military service assignments. We may contact the employers listed unless you indicate those you do not want us to contact.)*

Employer 1		Dates Employed From   To		Work Performed
Address				
Telephone Number(s)	Supervisor's Name		Your Job Title	
Reason for Leaving				
Employer 2		Dates Employed From   To		Work Performed
Address				
Telephone Number(s)	Supervisor's Name		Your Job Title	
Reason for Leaving				

<b>Employer 3</b>	<b>Dates Employed</b> From      To	<b>Work Performed</b>
<b>Address</b>		
<b>Telephone Number(s)</b>	<b>Supervisor's Name</b>	<b>Your Job Title</b>
<b>Reason for Leaving</b>		
<b>Employer 4</b>	<b>Dates Employed</b> From      To	<b>Work Performed</b>
<b>Address</b>		
<b>Telephone Numbers)</b>	<b>Supervisor's Name</b>	<b>Your Job Title</b>
<b>Reason for Leaving</b>		
<b>Please continue job history on another sheet of paper if needed.</b>		
Please list any employer(s) you do NOT want us to contact and the reason(s) why:		
_____		
_____		
_____		

## Education

School Name & Location	Elementary/Primary School				High/Secondary School					Junior/Community/Undergraduate College or University					Graduate/Professional/Trade School or College			
	4	5	6	7	8	9	10	11	12	1	2	3	4	5	1	2	3	4
<b>Years Completed</b>																		
<b>Diploma/Degree</b>																		
<b>Describe Course of Study at higher level institutions:</b>																		
<b>Describe any specialized training, apprenticeship, skills, and extra-curricular activities</b>																		





**H O U S I N G  
D E V E L O P M E N T  
C O R P O R A T I O N**

**POST OFFICE BOX 2256  
HUNTINGTON, WV 25723  
T (304) 526-4437 • F (304) 526-4434**

## **EMPLOYEE RELEASE AND PRIVACY STATEMENT**

**I understand that the Housing Development Corporation (HDC) requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. Therefore, I authorize the HDC to investigate my past employment, educational credentials and other employment-related activities. I agree to cooperate in such investigations, and release those parties supplying such information to the HDC from all liability or responsibility with respect to information supplied.**

**I understand than any false answers or statements made by me on this application or any supplement thereto or in connection with the above mentioned investigations will be sufficient grounds for immediate discharge, if I am employed.**

**I agree that the HDC may use the information it obtains concerning me in the conduct of its business. I understand that such use may include disclosure from the HDC in those cases where its agents and contractors need such information to perform their functions, where there is a medical emergency involving me. I hereby release the HDC from any liability and agree to hold harmless any employee of the HDC who furnishes such information.**

**If hired, I agree to abide by HDC policies, rules, and regulations. I understand that employment is at will. Employment is not for a fixed time and may be discontinued, with or without notice or cause, by the HDC or myself. I understand that no employee, officer, representative or publication may obligate the HDC to anything contrary to the above.**

**Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**



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DEVELOPMENT  
CORPORATION

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**To Whom It May Concern:**

The applicant or tenant authorized you, by signing below, to release any and all information regarding his or her criminal or arrest record, showing dates and nature of incident.

NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

HDC REPRESENTATIVE: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position/Title