

ROCKPORT HOUSING AUTHORITY
EMPLOYMENT APPLICATION

Rockport Housing Authority is an Equal Opportunity Employer.

POSITION INFORMATION

Position Applying For: _____

Department (if applicable): _____

Desired Salary: _____

Date Available to Start: _____

Are you applying for: Full-Time Part-Time Temporary

1. APPLICANT INFORMATION

Full Name: _____

Current Address:

Street: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Are you legally authorized to work in the United States? Yes No

Will you require sponsorship for employment authorization? Yes No

Have you previously worked for Rockport Housing Authority? Yes No

If yes, when? _____

Do you have any relatives employed by Rockport Housing Authority? Yes No

If yes, please list: _____

Desired Salary (Annual or Hourly – please specify):

\$ _____ Hourly Annual

Minimum Salary Acceptable:

\$ _____ Hourly Annual

Are you willing to negotiate salary? Yes No

2. EDUCATION

High School: _____

City/State: _____

Graduated? Yes No GED

College/University: _____

Degree: _____

Field of Study: _____

Graduated? Yes No

Vocational/Technical Training:

Certifications/Licenses (if applicable):

(Examples: Property Management, HVAC, Plumbing, Public Housing, Accounting, etc.)

3. EMPLOYMENT HISTORY

(List most recent employer first. Attach additional pages if necessary.)

Employer #1

Company Name: _____

Address: _____

Job Title: _____

Supervisor: _____ **Phone:** _____

Start Date: _____ **End Date:** _____

Starting Pay: _____ **Ending Pay:** _____

Describe Duties:

Reason for Leaving:

May we contact this employer? Yes No

Employer #2

Company Name: _____

Job Title: _____

Start Date: _____ End Date: _____

Describe Duties:

Reason for Leaving:

May we contact this employer? Yes No

4. PUBLIC HOUSING / PROPERTY MANAGEMENT EXPERIENCE

(If applicable)

Do you have experience with:

- HUD Regulations
- Public Housing Programs
- Section 8 / Housing Choice Voucher
- Property Maintenance
- Rent Calculations / Certifications
- Tenant Relations
- Work Order Systems
- Accounting / Rent Collection

Please describe relevant experience:

5. MILITARY SERVICE

Have you ever served in the U.S. Armed Forces? Yes No

If yes:

Branch: _____

Rank at Discharge: _____

Dates of Service: _____

Type of Discharge: _____

6. SKILLS & QUALIFICATIONS

List skills relevant to housing authority work (maintenance, customer service, office administration, budgeting, compliance, etc.):

Computer Skills (e.g., Microsoft Office, property management software, etc.):

7. REFERENCES

Reference #1

Name: _____

Relationship: _____

Company: _____

Phone: _____

Reference #2

Name: _____

Relationship: _____

Company: _____

Phone: _____

8. APPLICANT CERTIFICATION

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false statements or omissions may result in disqualification from employment or termination if hired. I authorize Rockport Housing Authority to verify all information provided.

Signature: _____

Date: _____