

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: _____