



CORPUS CHRISTI HOUSING AUTHORITY

(361) 889-3310 / FAX 889-3359 3701 AYERS ST., CORPUS CHRISTI, TX 78415

www.hacc.org

APPLICATION INFORMATION SHEET

Your interest in applying for a position with the Corpus Christi Housing Authority (CCHA) is greatly appreciated. Section 3 participants are encouraged to apply.

Please review the following prior to completing your application.

- Follow the instructions on the Application for Employment. Complete an application ONLY if you are applying for a specific job vacancy. You must submit a separate application for each job vacancy posting. We only accept applications for advertised position vacancies.
- Applications must be received by the closing date and time noted on the job vacancy notice. Faxed and emailed applications will be accepted, but a hard copy of the completed application, with original signatures, must be submitted prior to any offer of employment.
- Please remember to sign the APPLICANT ACKNOWLEDGMENT.

Your application must be complete when submitted. It should clearly describe how you meet the minimum requirements (education, experience, knowledge, skills, and abilities) for the job. Incomplete applications will not be considered.

Resumes will be accepted; however, a completed application with original signatures must also be submitted if a job offer is extended and accepted. Applications are available at our Central Office located at 3701 Ayers St, or can be acquired on our website at www.hacc.org. If special accommodations are required, please contact the Corpus Christi Housing Authority Human Resources Department at 361-889-3310. The CCHA will provide accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.

What happens to your application after you leave it with us?

After the job closes, your application will be screened for minimum qualifications related to the job. If you meet these requirements, your application will be included with those that are evaluated for interview for the position. If you are selected for an interview, the Human Resources Department will contact you with the scheduled time and location. Applicant(s) who are offered employment with the Corpus Christi Housing Authority will be required to pass a background check, drug test, possess a valid Texas state drivers license (if required for the position) and agree to abide by the Corpus Christi Housing Authority's Policies, as a condition of employment.

**CORPUS CHRISTI HOUSING AUTHORITY
APPLICATION FOR EMPLOYMENT**

An Equal Opportunity Employer

PRINT IN BLUE, BLACK INK, OR TYPE. These instructions must be followed exactly. Fill out the application form completely; if questions are not applicable, enter "NA". Do not leave response lines blank. The Housing Authority reserves the right to disqualify any application which is incomplete. Section 3 participants are encouraged to apply.

Position Applying for:		Job Posting Number:		
Last Name:	First Name:		Middle Initial:	
Address:	Apt#:	City:	State:	Zip:
Home Phone:	Cell:	email:		

Are you willing to work other hours than 8-5 pm: <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you willing to work days other than Mon.-Fri.? <input type="checkbox"/> Yes <input type="checkbox"/> No
What are your salary expectations? \$ _____ <input type="checkbox"/> per year or <input type="checkbox"/> per hour	
Are you willing to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what percent?

Are you a resident of a Corpus Christi Housing Authority development? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, indicate name of Development:
Have you previously been a resident of the Corpus Christi Housing Authority? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when? _____ Development: _____
Are you or any member of your family presently participating in or an applicant of Housing Assistance programs as either a tenant or landlord? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain:
Are you related to any Housing Authority employee or board member? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, indicate name and relationship:

Have you ever been convicted of or received probation for any crime (misdemeanors & felonies) other than minor traffic offenses? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain in concise detail; give dates and nature of offences:
Have you been dismissed or asked to resign from any job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state name and address of employer, explain the circumstances:

How did you hear about this employment opportunity?: <input type="checkbox"/> Newspaper <input type="checkbox"/> Online Job Board <input type="checkbox"/> CCHA Web Site <input type="checkbox"/> CCHA Office <input type="checkbox"/> Friend <input type="checkbox"/> Employee <input type="checkbox"/> Other

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Applicant Name:

EDUCATION and QUALIFICATIONS

SCHOOL	NAME AND ADDRESS OF SCHOOL	DID YOU GRADUATE?	DEGREE /CERTIFICATE EARNED
HIGH SCHOOL			
COLLEGE OR UNIVERSITY			
TRADE SCHOOL			
NAME ON DEGREE/CERTIFICATE			

A valid Texas Drivers' License is required for employment in certain positions with the Corpus Christi Housing Authority. Do you possess a valid Texas Driver's License? **ID cards are not acceptable!** Yes No

Please indicate License Number:

SPECIAL SKILLS/QUALIFICATIONS

List all machines, office equipment or software programs that best qualify you for the position which you applied:

What foreign language do you speak fluently?	Read/Write fluently?
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MILITARY SERVICES

Were you in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	Branch of Service:
Dates From/To	Type of Discharge:

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APPLICATION FOR EMPLOYMENT

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Applicant Name:

EMPLOYMENT AND EXPERIENCE

Beginning with your most recent employer, please list below all present and past employment.

Employer Name and Mailing Address:	Type of Business:	Full-Time: <input type="checkbox"/>		
		Part-Time: <input type="checkbox"/>		
		Seasonable: <input type="checkbox"/>		
Phone:	Fax:	email:		
Position:	Start Date	End Date:	Start Pay:	End Pay:
Immediate Supervisor:	Supervising Position: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, How Many?		
Briefly describe your duties and responsibilities:				
Reason for leaving:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer Name and Mailing Address:	Type of Business:	Full-Time: <input type="checkbox"/>		
		Part-Time: <input type="checkbox"/>		
		Seasonable: <input type="checkbox"/>		
Phone:	Fax:	email:		
Position:	Start Date	End Date:	Start Pay:	End Pay:
Immediate Supervisor:	Supervising Position: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, How Many?		
Briefly describe your duties and responsibilities:				
Reason for leaving:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer Name and Mailing Address:	Type of Business:	Full-Time: <input type="checkbox"/>		
		Part-Time: <input type="checkbox"/>		
		Seasonable: <input type="checkbox"/>		
Phone:	Fax:	email:		
Position:	Start Date	End Date:	Start Pay:	End Pay:
Immediate Supervisor:	Supervising Position: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, How Many?		
Briefly describe your duties and responsibilities:				
Reason for leaving:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

CORPUS CHRISTI HOUSING AUTHORITY APPLICATION FOR EMPLOYMENT

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Applicant Name:

EMPLOYMENT AND EXPERIENCE (Continued)

Beginning with your most recent employer, please list below all present and past employment.

Employer Name and Mailing Address:		Type of Business:		Full-Time: <input type="checkbox"/>	
				Part-Time: <input type="checkbox"/>	
				Seasonable: <input type="checkbox"/>	
Phone:		Fax:		email:	
Position:		Start Date	End Date:	Start Pay:	End Pay:
Immediate Supervisor:			Supervising Position: <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, How Many?
Briefly describe your duties and responsibilities:					
Reason for leaving:				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer Name and Mailing Address:		Type of Business:		Full-Time: <input type="checkbox"/>	
				Part-Time: <input type="checkbox"/>	
				Seasonable: <input type="checkbox"/>	
Phone:		Fax:		email:	
Position:		Start Date	End Date:	Start Pay:	End Pay:
Immediate Supervisor:			Supervising Position: <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, How Many?
Briefly describe your duties and responsibilities:					
Reason for leaving:				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer Name and Mailing Address:		Type of Business:		Full-Time: <input type="checkbox"/>	
				Part-Time: <input type="checkbox"/>	
				Seasonable: <input type="checkbox"/>	
Phone:		Fax:		email:	
Position:		Start Date	End Date:	Start Pay:	End Pay:
Immediate Supervisor:			Supervising Position: <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, How Many?
Briefly describe your duties and responsibilities:					
Reason for leaving:				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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APPLICANT ACKNOWLEDGMENT

Please read and Sign Below:

Please read the following statements carefully and indicate your understanding and acceptance by signing in the space provided:

- 1) I hereby certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete and I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or, if hired, termination;
- 2) I understand and agree that any employment, if offered, will be "at will" and may be terminated by me or the employer at any time for any cause or no cause;
- 3) I understand that as a condition of employment, I will be required to provide legal proof of citizenship and/or authorization to work in the United States;
- 4) I understand any conditional employment offer is subject to successful completion of all hiring requirements including criminal background check, driving record, TX driver's license (if required for the position) and drug screen;
- 5) I understand that if I refuse to consent to drug testing or produce a positive test result, my application will be rejected and I will be ineligible for employment with the Housing Authority;
- 6) I understand that this application and any other documents submitted become the property of the Housing Authority and will not be returned.

Applicant Name (please print):		
Applicant Signature:		Date: