



# KING COUNTY HOUSING AUTHORITY-EMPLOYMENT APPLICATION

600 Andover Park West, Seattle, WA 98188  
Phone 206/574-1100

TDD Relay 800-833-6388  
Fax 206/832-3777

Website [www.kcha.org](http://www.kcha.org)  
Job Line 206/574-1103

**KCHA takes pride in the diversity of its work force and is committed to Equal Employment Opportunity**

All qualified applicants receive consideration for employment without discrimination due to race, color, national origin, creed, religion, sex, marital status, sexual orientation, age or disability. All persons hired must provide proof of identity and legal authorization to work in the United States.

<b>POSITION APPLYING FOR:</b>			<b>Job#:</b>
Full Legal Last Name	Full Legal First Name	Full Legal Middle Name	Daytime Phone Number
Other Names Used During Your Employment History			Home Phone Number
Address			Message Phone Number
City, State, Zip			E-mail Address
Available for Full-Time ___ Part-Time ___ Temporary ___	Briefly note skills and abilities that make you a good candidate for this job.		
Date Available			
Desired Salary			

### How did you learn about this job opening?

- Seattle Times/NW jobs Website
- Employment Agency Referral
- Craigslist Website
- Walk-in
- KCHA Website
- Job Fair
- KCHA Job Flyer Location of Flyer \_\_\_\_\_
- Union Dispatch, please specify \_\_\_\_\_
- KCHA Employee Name of Employee \_\_\_\_\_
- Other, please specify \_\_\_\_\_

### Please indicate your answer to the following questions by circling the correct response.

- Yes No Can you provide proof of identity and legal authorization to work in the United States of America?
- Yes No Have you ever worked for the Housing Authority before? If yes, indicate dates of employment: \_\_\_\_\_
- Yes No Do you have a domestic partner, friends, acquaintances, and/or relatives employed by the Housing Authority? If yes, please list name & relationship: \_\_\_\_\_
- Yes No Carefully read the requirements of the position for which you are applying. Can you perform the essential functions of this position, with or without reasonable accommodation? If you require any accommodations during the application/interview process, please note them here  
\_\_\_\_\_
- Yes No Are you able to work with a culturally diverse work force and with culturally diverse clients?

The following questions are for the background check. A positive response to any of the following questions will not necessarily disqualify you from consideration, unless it impacts your qualifications for this job or your ability to perform this job; however, we do require a full explanation. Failure to answer, or failure to provide a full written explanation where requested, may remove you from further consideration.

### In the past seven years:

- Yes No Have you lived or worked in any other counties within Washington State or in another state in the USA? If yes, please attach another sheet of paper and list county, state, and dates of employment.
- Yes No Have you been convicted of, or pled guilty to, any misdemeanors or felonies? Include any prison time served. **If yes, attach a full explanation.**
- Yes No Do you have any outstanding warrants or charges currently pending? **If yes, attach a full explanation.**

### In the past five years of employment have you been disciplined or discharged for any of the following reasons:

- Yes No Absenteeism, tardiness, failure to give notice when absent, or any attendance related reasons. **If yes, attach a full explanation.**
- Yes No Insubordination, rudeness, or inappropriate behavior towards customers or co-workers. **If yes, attach a full explanation.**
- Yes No Safety violations of any kind, fighting, assault, or related offenses. **If yes, attach a full explanation.**
- Yes No Theft, fraud, unauthorized use or removal of company property, or related offenses. **If yes, attach a full explanation.**

### In the past three years:

- Yes No Have you been convicted of or pled guilty to (by paying a fine)  any moving traffic violations  any speeding tickets  any criminal driving misdemeanors? **If yes, attach a full explanation.**
- Yes No Do you have any charges currently pending? **If yes, attach a full explanation.**

**REFERENCES** Please list two professional references who will be able to provide information regarding your work ethics, performances and abilities:

Name	Address	City, State, Zip	Occupation	Daytime Phone

**DRIVING RECORD** If the position you are applying for requires a valid driver's license, we will require you to provide the information at the time of interview. New employees with out-of-state licenses must obtain a Washington State Driver's License within 30 days of employment.

**EDUCATION AND TRAINING**

High School	City & State	Diploma Yes ___ No ___	GED Yes ___ No ___
College	City & State	Degree Yes ___ No ___	Degree in _____
Other			

**PROFESSIONAL LICENSES AND CERTIFICATIONS**—Please list.


**WORK EXPERIENCE** This section must be completed in detail. A resume may not substitute for a completed application form. Beginning with your present or most recent employment, list your complete work experience history for the past 10 years. Include any service in the armed forces, unemployment, any periods of self-employment, and any job-related volunteer experience. Use another sheet of paper if needed. **All questions must be answered completely.**

<b>Present/Most Recent Employer</b>	Position(s) Held	Dates of Employment
Address	Supervisor's Name	May we contact this supervisor?
City, State, Zip	Supervisor's Phone Number	Starting & Ending Salary
Brief Description of Job Duties		
Reason for Leaving or considering change		
<b>Previous Employer</b>	Position(s) Held	Dates of Employment
Address	Supervisor's Name	May we contact this supervisor?
City, State, Zip	Supervisor's Phone Number	Starting & Ending Salary
Brief Description of Job Duties		
Reason for Leaving		

<b>Previous Employer</b>	Position(s) Held	Dates of Employment
Address	Supervisor	May we contact this supervisor?
City, State, Zip	Supervisor's Phone Number	Starting & Ending Salary
Brief Description of Job Duties		
Reason for Leaving		
<b>Previous Employer</b>	Position(s) Held	Dates of Employment
Address	Supervisor's Name	May we contact this supervisor?
City, State, Zip	Supervisor's Phone Number	Starting & Ending Salary
Brief Description of Job Duties		
Reason for Leaving		
<b>Previous Employer</b>	Position(s) Held	Dates of Employment
Address	Supervisor's Name	May we contact this supervisor?
City, State, Zip	Supervisor's Phone Number	Starting & Ending Salary
Brief Description of Job Duties		
Reason for Leaving		

**APPLICANT'S STATEMENT:**

- I certify that all answers and statements given herein are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision including, but not limited to, background checks and credit history and release all parties providing such information from any liability for any loss or damage whatsoever resulting from providing such information. If employment is denied based in whole or part due to a credit report, I will be so informed by the Housing Authority.
- I understand this application is not intended to be a contract of employment and that, if hired, I will be an "at-will" employee which means that either I or the Housing Authority may terminate my employment at any time for any reason not prohibited by law.
- I understand that false or misleading information given in my application or interview(s) may result in no job offer or disciplinary action up to and including termination of employment if discovered after I am employed.
- I understand, also, that I am required to abide by all the rules and regulations of the King County Housing Authority.
- I understand that after I am hired, a third-party investigator may be used to investigate reported workplace wrongdoing.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_