

VICTORY HOUSING

11400 Rockville Pike, Suite 505
Rockville, MD 20852

(301) 493-6000
Fax (301) 493-9788

JOB APPLICATION

Date: _____

PERSONAL INFORMATION

Name: _____
Last First Middle

Social Security Number: _____

Present Address: _____

Phone Numbers (Home / Cell) : _____

Are you 18 years of age or older? **YES NO**

If hired, can you provide written evidence that you are authorized to work in the United States? **YES NO**

Do you drive? **YES NO**

If YES, driver's license number and State: _____

If you are interested in a live-in position, are you able to live on site and respond to emergency problems that could arise between 10 PM and 7 AM? **YES NO**

If you are related to anyone currently employed by Victory Housing, please state his/her name:

How were you referred to Victory Housing? _____

EMPLOYMENT DESIRED

Position: _____ Date you can start: _____

Salary desired: _____

Have you applied to Victory Housing before? **YES NO**

When? _____ Where? _____

Are you employed now? **YES NO**

May we contact your present employer? **YES NO**

EMPLOYMENT RECORD
(Begin with most recent employment)

1. **Company Name**

Address: _____

Phone #: _____ Type of Work: _____

Employment Dates: _____ Pay Rate: _____

Reason for leaving _____

2. **Company Name**

Address: _____

Phone #: _____ Type of Work: _____

Employment Dates: _____ Pay Rate: _____

Reason for leaving _____

3. **Company Name**

Address: _____

Phone #: _____ Type of Work: _____

Employment Dates: _____ Pay Rate: _____

Reason for leaving _____

4. **Company Name**

Address: _____

Phone #: _____ Type of Work: _____

Employment Dates: _____ Pay Rate: _____

Reason for leaving _____

Is there any information we would need about your name or use of another name for use to be able to check your work record? **YES** **NO**

If YES, please specify: _____

Please list any additional information that relates to your ability to perform the job for which you are applying, such as licenses, professional memberships, hobbies, etc.

EDUCATION

	School Name/ Location	Years	Degree/Diploma or Course Completed
High School			
College			
Graduate School			
Technical or other			

US MILITARY SERVICE

Branch of Service: _____ From _____ to _____

Rank and Type of Service _____

Training/experience received _____

REFERENCES

Please name three reference people, not related to you, whom you have known for a year or more:

Name:	Years Known
Address:	
Phone #:	
Business:	

Name:	Years Known
Address:	
Phone #:	
Business:	

Name:	Years Known
Address:	
Phone #:	
Business:	

CRIMINAL HISTORY

Have you ever been convicted of a crime? **YES** **NO**

If **YES**, provide details (include the offense, date location, court, and penalty imposed or other disposition) on the back of this paper. You are not required to report any conviction that has been expunged from your record. A conviction record will not necessarily be a bar to employment, but facts such as the nature of the crime, its recency, and rehabilitation will be considered.

VICTORY HOUSING'S POLICY IS TO PROVIDE EQUAL OPPORTUNITY IN EMPLOYMENT FOR ALL QUALIFIED PEOPLE, WITHOUT REGARD TO RACE, COLOR, GENDER, RELIGION, AGE, NATIONAL ORIGIN, MARITAL STATUS OR PHYSICAL OR MENTAL DISABILITY, AND TO COMPLY WITH ALL APPLICABLE LAWS AND GOVERNMENTAL REQUIREMENTS.

APPLICANT'S STATEMENT

I understand that Victory Housing follows an "employment at will" policy, in that either Victory Housing or I may terminate my employment at any time, and for any reason or no reason, subject to applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing unless the change is specifically authorized in writing by an authorized representative of Victory Housing. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity. Failure to submit such proof will result in denial of employment.

I understand that this application will be active for a period of 60 days. After that time, if I wish to be considered for employment I must submit a new application.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools and firms, whether named in this application or not, except for my current employer if so noted, to provide any information requested about me. I release them from all liability for damage in providing this information. I agree to execute any releases necessary to permit the release to Victory Housing of any prior employment records, educational records or public records relating to me, and any other information pertinent to matters addressed in this application.

I certify that all the statements made in this application are true, and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal for employment.

Signature: _____

Print Name: _____

Date: _____