



1808 E. Locust St. • Decatur, IL 62521 • Telephone: (217) 423-7711 • Fax: (217) 423-7771

**APPLICATION FOR EMPLOYMENT - INSTRUCTIONS:** Complete all information. **DO NOT answer with "See Resume."** If question is not applicable to you, write "N/A." Be sure to date, sign, & return before the closing deadline.

**POSITION APPLIED FOR:** \_\_\_\_\_ **SALARY DESIRED:** \_\_\_\_\_

**TYPE OF EMPLOYMENT DESIRED:** ☐ Full-time ☐ Part-time ☐ Temporary

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street City State Zip

**Phone: (day)** \_\_\_\_\_ **(evening)** \_\_\_\_\_

Have you ever worked under another name? ☐ Yes ☐ No If yes, give name: \_\_\_\_\_

Have you been employed here before? ☐ Yes ☐ No Position: \_\_\_\_\_ Dates: \_\_\_\_\_

Do you have a legal right to work in the U.S.? ☐ Yes ☐ No (If hired, verification will be required)

If required, are you a licensed insurable driver with a car available for work? ☐ Yes ☐ No

### EDUCATIONAL BACKGROUND

TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	DATES ATTENDED	NAME AND DATE OF DEGREE EARNED	MAJOR AND MINOR FIELDS OF STUDY
High School or Trade School			Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED	
Business or Tech School				
College				
College				

Other Education/Training:

**PRIOR WORK HISTORY**

Decatur Housing Authority

Start with current or most recent employer first.

Company Name		Type of Business	Address	Phone
Start Date	Leave Date	Salary	Reason For Leaving	
Job Title		Supervisor and Title		May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Job Duties and Responsibilities				

  

Company Name		Type of Business	Address	Phone
Start Date	Leave Date	Salary	Reason For Leaving	
Job Title		Supervisor and Title		May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Job Duties and Responsibilities				

  

Company Name		Type of Business	Address	Phone
Start Date	Leave Date	Salary	Reason For Leaving	
Job Title		Supervisor and Title		May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Job Duties and Responsibilities				

  

Company Name		Type of Business	Address	Phone
Start Date	Leave Date	Salary	Reason For Leaving	
Job Title		Supervisor and Title		May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Job Duties and Responsibilities				

**APPLICANT STATEMENT:** I affirm that to the best of my knowledge that the information I've provided on this application (and accompanying self-assessments and resume if applicable) is truthful and accurate. I understand that deliberate falsifications or significant omissions will be grounds for denying or terminating employment with Decatur Housing Authority (DHA). I understand that nothing in this application creates an employment contract or relationship. I also understand that if hired by DHA, my employment can be terminated at any time, by myself or DHA, for any grounds not prohibited by law. I understand that no management official other than the Executive Director or his designee has any authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment.

I agree to allow DHA to contact the persons, schools, and employers stated on this application and resume for references and agree not to hold these individuals liable for damages relating to any truthful information they provide regarding qualifications for my employment at DHA. I also understand that upon an offer of employment, I may be required to undergo a pre-employment drug and alcohol screening at DHA's expense and that a positive testing will disqualify me from consideration. I also understand that some positions may require a company-paid physical examination and all such information will be kept confidential and disclosed to only personnel with a need to know.

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**Applicant Signature**
**Date**

DHA is an Equal Opportunity Employer. We recruit, hire, train, and promote without regard to race, color, sex, age, religion, marital status, national origin, citizenship, or disability. Individuals with disabilities who need assistance completing this application can contact the HR department to arrange suitable accommodations.

## APPLICANT DATA RECORD

### Instructions to Applicants

Decatur Housing Authority is an equal opportunity employer. As part of our efforts to ensure fair treatment of women, individuals with disabilities, and veterans, we ask applicants to supply the following information.

However, you do **not** have to complete this form to be considered for employment. **Any information volunteered will be kept confidential and will not be used to make hiring decisions.**

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Date: \_\_\_\_\_

Position for which you applied: \_\_\_\_\_

Sex (check one): ☐ Male ☐ Female

Race (check one): ☐ White ☐ Black ☐ Hispanic  
☐ Asian/ Pacific Islander ☐ Native American  
(includes both American Indian and Eskimo)

Veteran and/or  
Disabled Status: ☐ Vietnam Era Veteran ☐ Disabled Veteran