



5700 R Street • Lincoln, Nebraska 68505

Application for Employment

The Lincoln Housing Authority assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, mental or physical disability or religious creed and with proper regard for their privacy and constitutional rights. Applications are retained active for six (6) months. **Applicants who need accommodation in the selection process should request this in advance. Please type or print in dark ink.**

Applicant's Name (Last, First, Middle Initial)		Type of Work Desired (CHECK ALL THAT APPLY) <input type="radio"/> Full Time <input type="radio"/> Part Time <input type="radio"/> Temporary <input type="radio"/> Internship																					
Street Address		Position Applied for																					
City, State, Zip		Date Available for Work																					
Email Address		If you are applying for a position which involves driving, do you have a valid drivers license? <input type="radio"/> YES <input type="radio"/> NO State _____ Number _____																					
Home Telephone Number	Work / Message Telephone Number	ARE YOU A VETERAN? <input type="radio"/> YES <input type="radio"/> NO																					
Do any of your relatives work for the Lincoln Housing Authority? <input type="radio"/> YES <input type="radio"/> NO. If yes, give name(s).		Veteran's Preference can only be given if you submit a DD214 or NGB22 that verifies service in one (or more) of these time frames:																					
Have you ever worked for the Lincoln Housing Authority? <input type="radio"/> YES <input type="radio"/> NO.		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="5">OFFICE USE ONLY</th> </tr> <tr> <td style="text-align:center">1 - WW II</td> <td style="text-align:center">3 - Vietnam Era</td> <td style="text-align:center">A</td> <td style="text-align:center">B</td> <td style="text-align:center">C</td> </tr> <tr> <td style="text-align:center">2 - Korean Incident</td> <td style="text-align:center">4 - Desert Storm/Shield</td> <td style="text-align:center">D</td> <td style="text-align:center">E</td> <td style="text-align:center"></td> </tr> <tr> <td style="text-align:center"><input type="radio"/></td> <td style="text-align:center"><input type="radio"/></td> <td style="text-align:center"><input type="radio"/></td> <td style="text-align:center"><input type="radio"/></td> <td style="text-align:center"><input type="radio"/></td> </tr> </table>		OFFICE USE ONLY					1 - WW II	3 - Vietnam Era	A	B	C	2 - Korean Incident	4 - Desert Storm/Shield	D	E		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
OFFICE USE ONLY																							
1 - WW II	3 - Vietnam Era	A	B	C																			
2 - Korean Incident	4 - Desert Storm/Shield	D	E																				
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																			
Have you Ever Been Convicted of a Violation of Law Other Than a Minor Traffic Violation? <input type="radio"/> YES <input type="radio"/> NO. If YES, please explain.		Are you legally eligible for employment in the United States? <input type="radio"/> YES <input type="radio"/> NO																					
NOTE: A conviction record is not an automatic bar to employment. Each case is considered in relation to the position applied for.		Are you age 16 or over? <input type="radio"/> YES <input type="radio"/> NO																					

EMPLOYMENT RECORDS

List below the positions you have held starting with your present employment. *If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment.* Under "Specific Duties" describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers unless you request otherwise. Volunteer or unpaid experiences will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper. **A resume is not a substitute, but may be included with completed application.**

EMPLOYMENT INFORMATION

DESCRIPTION OF DUTIES

1	Employer	Position Title	Number Supervised
	Street Address	Specific Duties	
	City, State, Zip		
	Immediate Supervisor / Title	Telephone Number	
	Dates of Employment (Month, Year)	Hourly Rate/Salary	
	FROM: TO:	START: FINAL:	
	Total Employed:	<input type="radio"/> Part-Time	Hours Worked Per Week
	Years: Months:	<input type="radio"/> Full-Time	Reason for Leaving
2	Employer	Position Title	Number Supervised
	Street Address	Specific Duties	
	City, State, Zip		
	Immediate Supervisor / Title	Telephone Number	
	Dates of Employment (Month, Year)	Hourly Rate/Salary	
	FROM: TO:	START: FINAL:	
	Total Employed:	<input type="radio"/> Part-Time	Hours Worked Per Week
	Years: Months:	<input type="radio"/> Full-Time	Reason for Leaving

EMPLOYMENT INFORMATION

DESCRIPTION OF DUTIES

3 Employer _____ Position Title _____ Number Supervised _____

Street Address _____ Specific Duties _____

City, State, Zip _____

Immediate Supervisor / Title _____ Telephone Number _____

Dates of Employment (Month, Year) _____ Hourly Rate/Salary _____

FROM: _____ TO: _____ START: _____ FINAL: _____

Total Employed: _____ Reason for Leaving _____

Years: _____ Months: _____ Part-Time Full-Time Hours Worked Per Week _____

4 Employer _____ Position Title _____ Number Supervised _____

Street Address _____ Specific Duties _____

City, State, Zip _____

Immediate Supervisor / Title _____ Telephone Number _____

Dates of Employment (Month, Year) _____ Hourly Rate/Salary _____

FROM: _____ TO: _____ START: _____ FINAL: _____

Total Employed: _____ Reason for Leaving _____

Years: _____ Months: _____ Part-Time Full-Time Hours Worked Per Week _____

EDUCATIONAL / SKILLS RECORDS

Give your complete educational history. Transcripts of post high school coursework may be required.

Foreign Languages	List any special skills / coursework you may have.
Are you bilingual? Yes <input type="radio"/> No <input type="radio"/> If so, check all that apply.	
<input type="radio"/> French <input type="radio"/> Sign Language (ASL) <input type="radio"/> Vietnamese	
<input type="radio"/> German <input type="radio"/> Slavic <input type="radio"/> Other _____	
<input type="radio"/> Laotian <input type="radio"/> Spanish	

Have You Had Training / Coursework or Experience in (Please check those that apply):

Typing PC / Computer Terminal Data Entry Word Processing Software _____
 Calculator / Adding Machine Dictation Equipment Shorthand / Speedwriting Spread Sheet Software _____

Types of Equipment: _____

Type of School	Name and Address of School	Major Course of Study	Last Year Completed	Graduate? Degrees?	Last Year Attended
High School			1 2 3 4		
College, University, Technical School			1 2 3 4		
Other Training					

Membership in Professional or Civic Organizations
(Exclude those which may disclose your race, color, religion or national origin)

LICENSES AND CERTIFICATES

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying complete the following questions.

Name of Trade or Profession	License Number
Granted By	City and/or State
Specialty	Licensed From: _____ To: _____

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the Lincoln Housing Authority to verify their accuracy and to obtain reference information on my work performance. I hereby release Lincoln Housing Authority from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

Applicant's Signature _____

Date _____

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED

Lincoln Housing Authority
EQUAL EMPLOYMENT OPPORTUNITY SURVEY
(For statistical use only)

The following information is voluntary and will in no way affect decisions regarding you as an individual applicant. The hiring supervisor will not have access to this survey. This information will be used to find out how effective our recruitment efforts are in reaching all segments of the population and in the validation of our selection methods for the purpose of Federal Equal Employment Opportunity reporting. Please give us your cooperation by completing this questionnaire.

INSTRUCTIONS: Please circle only one number for each question below.

A. What sex are you?

1. Male 2. Female

B. What is your age?

1. 19 or less years 5. 50-59 years
 2. 20-29 years 6. 60-69 years
 3. 30-39 years 7. 70 or over
 4. 40-49 years

C. What is the highest level of education you have attained?

1. 0-8 years
 2. 9-12 years but not a high school graduate
 3. High school graduate or GED
 4. Post-high school vocational or business school training
 5. College, less than B.A. or B.S. degree
 6. B.A. or B.S. or similar degree
 7. M.A. or similar professional degree
 8. Ph.D, J.D. or similar professional degree
 9. M.D., or similar professional degree

D. In which racial/ethnic group do you consider yourself a member?

1. American Indian/Native American
 2. Black/African American
 3. Asian or Pacific Islander
 4. Hispanic/Latino
 5. White

G. How did you learn about this job?

1. Nebraska Job Service
 2. Private employment agency
 3. LHA employee
 4. Newspaper or professional journal
 5. School
 6. LHA building bulletin board
 7. Other (specify) _____

E. Do you have a disability?

1. No
 2. Yes

F. Are you a veteran?

1. No - Veteran
 2. Yes - Veteran
 3. Yes - Vietnam Era Veteran
 4. Yes - Disabled Veteran
 5. Yes - Disabled Veteran, Vietnam Era

Place your numbered answer to each question in the corresponding box below. Do not write in the shaded boxes.

A	B	C	D	E	F	G
Job Categories: 1. Official/Administrative 2. Professional 3. Technical 4. Protective Service 5. Para-Professional 6. Office/Clerical 7. Skilled Craft 8. Service/Maintenance						

Name _____ Today's Date _____

Social Security Number _____