

# Housing Authority of the City of Raleigh

900 Haynes Street, Raleigh, NC 27604

## APPLICATION FOR EMPLOYMENT

To be considered for employment, applicants must answer **all** questions and complete **all** of this application. Failure to complete this application in its entirety may result in the removal of the applicant from consideration for employment. Applicants will receive consideration on the basis of occupational qualifications, education and character without regard to age, sex, race, creed, color, religion, national origin, disability, political or labor affiliation or veteran status.

PLEASE PRINT OR TYPE

Date of application: \_\_\_\_\_

I.

<b>POSITION APPLIED FOR:</b> _____	<b>Limit one position per application.</b>
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Last Name			First			Middle		
Present Address				City		County		
State	Zip Code	Email address		Phone (where you can be reached)		Business Phone		
Previous Address				City/State/Zip			County	

Are you a U.S. citizen and/or legally authorized to work in the U.S.?  Yes  No

Are you now or have you ever been employed by the Raleigh Housing Authority?  Yes  No

If yes, position held? \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Are you related by blood or marriage to any person working for the Housing Authority?  Yes  No

If yes, give the names and relation to you: \_\_\_\_\_/\_\_\_\_\_

How were you referred to us? \_\_\_\_\_

Check the types of work you will accept:  Full-time  Part-time  Temporary  Any of the preceding

If you are not available for work now, enter the earliest date you could begin (mo/day/yr): \_\_\_/\_\_\_/\_\_\_ Salary expected: \_\_\_\_\_

May inquiry be made of your present employer regarding your character, qualifications, etc?  Yes  No

Have you ever been dismissed or forced to resign from any position?  Yes  No

If yes, explain (attach additional sheet if needed): \_\_\_\_\_

Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.)  Yes  No

If yes, explain (attach additional sheet if needed): \_\_\_\_\_

II.

### SPECIAL REQUIREMENTS

Some positions require the employee to take a pre-employment drug test or physical, hold a valid N.C. Driver's License and/or use a private automobile in assuming major duties and responsibilities.

Are you willing to take a pre-employment physical or blood test?  Yes  No

Do you have reliable transportation?  Yes  No

Do you have a valid N.C. Driver's License?  Yes  No

License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

III.

**EDUCATION**

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4  
 Under S/Q hours, list the hours of credit received and if they were semester (S) or quarter (Q) hours.

Schools (Name & Location)	Dates Attended From: To:	Grad?	S/Q Hours Course of Study	Type of Degree/Diploma
High School				
College(s) University(ies)				
Graduate or Professional				
Other educational, vocational schools, internships, etc.				

Current professional status: (List fields of work for which you have been registered)

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No. \_\_\_\_\_

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No. \_\_\_\_\_

Licenses and certifications (List, giving dates and sources of issuance): \_\_\_\_\_

List special qualifications and skills you possess which are related to the position for which you are applying: \_\_\_\_\_

IV.

**WORK HISTORY** Answer all items for each period of employment. Begin with your present or last employer. Provide all work history. Use additional sheets if necessary. **Referring to an attached résumé does not constitute completion of this section and may result in the applicant being removed from consideration for employment at RHA.**

1. Current or Last Employer:				Address:				
Job Title:			Supervisor's Name:			Telephone Number:		No. Supervised by you:
Date Employed (mo/yr):		Starting Salary: \$ per		Ending or Current Salary: \$ per		Reason for Leaving:		
Date Separated (mo/yr):		List major duties in order of their importance in the job:						
Full Time	Years	Months						
Part Time	Years	Months						
If part time, number of hours worked per week:								

2. Employer:				Address:				
Job Title:			Supervisor's Name:			Telephone Number:		No. Supervised by you:
Date Employed (mo/yr):		Starting Salary: \$ per		Ending or Current Salary: \$ per		Reason for Leaving:		
Date Separated (mo/yr):		List major duties in order of their importance in the job:						
Full Time	Years	Months						
Part Time	Years	Months						
If part time, number of hours worked per week:								

3. Employer:			Address:		
Job Title:		Supervisor's Name:		Telephone Number:	No. Supervised by you:
Date Employed (mo/yr):	Starting Salary:	Ending or Current Salary:	Reason for Leaving:		
	\$ per	\$ per			
Date Separated (mo/yr):	List major duties in order of their importance in the job:				
Full Time	Years	Months			
Part Time	Years	Months			
If part time, number of hours worked per week:					

4. Employer:			Address:		
Job Title:		Supervisor's Name:		Telephone Number:	No. Supervised by you:
Date Employed (mo/yr):	Starting Salary:	Ending or Current Salary:	Reason for Leaving:		
	\$ per	\$ per			
Date Separated (mo/yr):	List major duties in order of their importance in the job:				
Full Time	Years	Months			
Part Time	Years	Months			
If part time, number of hours worked per week:					

5. Employer:			Address:		
Job Title:		Supervisor's Name:		Telephone Number:	No. Supervised by you:
Date Employed (mo/yr):	Starting Salary:	Ending or Current Salary:	Reason for Leaving:		
	\$ per	\$ per			
Date Separated (mo/yr):	List major duties in order of their importance in the job:				
Full Time	Years	Months			
Part Time	Years	Months			
If part time, number of hours worked per week:					

6. Employer:			Address:		
Job Title:		Supervisor's Name:		Telephone Number:	No. Supervised by you:
Date Employed (mo/yr):	Starting Salary:	Ending or Current Salary:	Reason for Leaving:		
	\$ per	\$ per			
Date Separated (mo/yr):	List major duties in order of their importance in the job:				
Full Time	Years	Months			
Part Time	Years	Months			
If part time, number of hours worked per week:					

7. Employer:		Address:			
Job Title:		Supervisor's Name:		Telephone Number:	No. Supervised by you:
Date Employed (mo/yr):	Starting Salary: \$ per	Ending or Current Salary: \$ per	Reason for Leaving:		
Date Separated (mo/yr):	List major duties in order of their importance in the job:				
Full Time	Years	Months			
Part Time	Years	Months			
If part time, number of hours worked per week:					

**Attach additional sheets if necessary to show all work history. Please note, referring to an attached résumé does not constitute completion of this section and may result in your application being removed from consideration.**

V. **TECHNICAL SKILLS EXPERIENCE – COMPLETE APPLICABLE SECTIONS ONLY**

Please complete the following section to indicate your experience level with skills in Excel, Word, and PowerPoint as applicable to the skills required by the position for which you are applying. **If experience using these software programs is not listed as a requirement in the job posting to which you are responding, completion of the skills experience checklist below for that software program is not required.** For example, if experience with Word and Excel are listed as requirements in the job posting but PowerPoint is not mentioned, you do not need to complete the PowerPoint section below.

Note that knowledge of a skill does not constitute experience in using a skill. Please check the box that accurately describes your experience using each skill based on the following definitions of skill level:

**N/A:** Not Applicable. Checking this box indicates that you have not performed this skill at all or have very little experience using the skill.

**Intermediate:** Checking this box indicates that you have performed this skill several times and would be comfortable performing it again.

**Advanced:** Checking this box indicates that you have used a skill on a regular basis and are very proficient with the skill.

		(See skill level definitions above)		
A	EXCEL SKILLS	N/A	Intermediate	Advanced
1.	Opening an existing spreadsheet, creating a new spreadsheet, saving an existing spreadsheet, and saving an existing spreadsheet as a new document in Excel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Resizing cells in a worksheet and changing column and row width and height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Cutting, pasting, and moving data within a worksheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Merge cells and wrap text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Using the Find and Replace features in Excel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Changing alignment of data and/or text direction within a cell.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Freezing panes for viewing a spreadsheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Using Help to figure out a new skill, formula, or other information in Excel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Using the internet to figure out a new skill, formula, or other information in Excel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Creating a split window for viewing a spreadsheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Linking cells between worksheets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Sorting data using the Excel sort function.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Filtering data using the Excel filter function.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Inserting and/or renaming a workbook within a spreadsheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Copying and pasting a worksheet within a workbook or to a new workbook.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Using formulas such as SUM, AVERAGE, COUNT, MIN, and MAX, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Showing gridlines when printing a document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Showing row and column headings when printing a document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Setting or changing the print area and previewing the printed spreadsheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Adding print titles including headers and footers and making rows and columns print on each page.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Importing both delimited and non-delimited text files to Excel for conversion to a spreadsheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Once imported, converting both delimited and non-delimited text files to spreadsheet format using Text to Columns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Formatting cells for dates, dollars, percentages, text, and custom numbers such as social security numbers, telephone numbers, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Using relative and absolute references in formulas (\$ or not).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Using the Paste Special options in Excel to paste comments only, values only, formulas only, or transpose data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	Insert a comment into a cell.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Using nested IF formulas to analyze data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Using formulas such as Vlookup to pull data from one worksheet to another.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Creating pivot tables for analyzing large amounts of data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	Using conditional formatting to highlight a cell based on the information entered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	Creating bar, pie, line and other charts from data entered into an Excel Spreadsheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	Create a spreadsheet for use with a Word doc formatted for mail merging forms, envelopes, or labels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	Converting an Excel spreadsheet to a PDF document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.	Using spell check, the thesaurus, the dictionary, and other reference tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.	Using Format Painter to copy and paste only the format of text or an object.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



