

# HOUSING AUTHORITY

## OF THE CITY OF SAN MARCOS, TEXAS

# APPLICATION FOR EMPLOYMENT

*AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER*

**Return to:** Allenwood Homes, Main Office, 1201 Thorpe Lane, San Marcos, TX 78666  
 FAX: 512-392-7458, PHONE: 512-353-5058

Each application must indicate the exact job title and job number of the position for which you are applying.  
 Please use a typewriter or print in black ink. This application must be completed in full.  
 All statements will be subject to verification.

DATE: \_\_\_\_\_ POSITION APPLYING FOR: \_\_\_\_\_

NAME: \_\_\_\_\_  
 (LAST) (FIRST) (MIDDLE) (MAIDEN)

ADDRESS: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 (STREET) (CITY) (STATE) (ZIP) (PHONE)

Best time to call you at the above number: \_\_\_\_\_ am / pm.  
 May we contact you at work? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, work number and best time to call: \_\_\_\_\_ am / pm.

<b>Driver's License Number:</b>	<b>Social Security Number:</b>	<b>Type of Job:</b>
Class: _____	_____ - _____ - _____	_____ Full Time _____ Part Time
_____ - _____ State Number		_____ Temporary _____ Non-Paid(intern)
<b>EDUCATION: CIRCLE ONE YEAR NAME, ADDRESS AND PHONE OF SCHOOL</b>		
Graduated High School	Yes / No	_____
G.E.D.	Yes / No	_____
	<b>Name and Location</b>	<b>Major Specialization</b>
College/	_____	_____
University:	_____	_____
College/	_____	_____
University:	_____	_____
Technical/	_____	_____
Vocational:	_____	_____
<b>Language ability:</b>	Please check those that indicate your abilities:	
___ English:	___ Spanish:	___ Other:
___ Understand	___ Understand	___ Understand
___ Speak	___ Speak	___ Speak
___ Read and Write	___ Read and Write	___ Read and Write
	<b>Clerical Abilities:</b>	
	Typing Speed:	_____ wpm
	Shorthand Speed:	_____ wpm

**READ CAREFULLY AND ANSWER, BY CIRCLING YES OR NO TO ALL QUESTIONS: Circle Yes or No**

- 1. Are you now employed by the City of San Marcos? YES / NO
- 2. Have you previously worked for the City of San Marcos? If yes, indicate dates of employment, department, and position in remarks. YES / NO
- 3. Have you ever applied for a position with the City of San Marcos?  
\_\_\_\_\_ Yes When: \_\_\_\_\_ No YES / NO
- 4. Have you ever been dismissed or asked to resign from any job?  
If yes, explain in remarks. YES / NO
- 5. Have you ever been convicted of a criminal offense other than minor traffic violations, including DWI's? If yes, explain in remarks.  
(A criminal record will not necessarily disqualify an applicant. Disqualification will be dependent upon requirements of the job.) YES / NO
- 6. Are you related to any current employee or elected official of the City of San Marcos? If yes, please indicate name and relationship: YES / NO
- 7. Have you ever served in the armed forces? If yes, give discharge date, branch, service number, and active duty dates in remarks. YES / NO

**REMARKS:**

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**REFERENCES:**

List name and telephone number of three business / work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

NAME	TELEPHONE NUMBER	YEARS KNOWN
_____	( ) _____	_____
_____	( ) _____	_____
_____	( ) _____	_____

**EMPLOYMENT RECORD: (Begin with your present or most recent job first)**

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Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_ City/State: \_\_\_\_\_  
\_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ per month  
Period of Employment: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Ending Salary: \$ \_\_\_\_\_ per month  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_  
May we contact for references? \_\_\_\_\_ Yes \_\_\_\_\_ No                      If Yes, \_\_\_\_\_ Now \_\_\_\_\_ Later

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Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_ City/State: \_\_\_\_\_  
\_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ per month  
Period of Employment: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Ending Salary: \$ \_\_\_\_\_ per month  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_  
May we contact for references? \_\_\_\_\_ Yes \_\_\_\_\_ No                      If Yes, \_\_\_\_\_ Now \_\_\_\_\_ Later

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Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_ City/State: \_\_\_\_\_  
\_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ per month  
Period of Employment: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Ending Salary: \$ \_\_\_\_\_ per month  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_  
May we contact for references? \_\_\_\_\_ Yes \_\_\_\_\_ No                      If Yes, \_\_\_\_\_ Now \_\_\_\_\_ Later

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Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_ City/State: \_\_\_\_\_  
\_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ per month  
Period of Employment: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Ending Salary: \$ \_\_\_\_\_ per month  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_  
May we contact for references? \_\_\_\_\_ Yes \_\_\_\_\_ No                      If Yes, \_\_\_\_\_ Now \_\_\_\_\_ Later

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Comments: (including explanation of gaps in employment)

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*Thank you for completing this application form and for your interest in employment with the San Marcos Housing Authority. All qualified persons will receive consideration without regard to race, color, religion, sex, age, national origin, veteran or disabled status (except where age, sex, or physical requirements constitute a bona fide occupational qualification).*

**APPLICANT'S CERTIFICATION**

The information provided in my application for employment is true and correct to the best of my knowledge. I understand that, if employed, false statements or omissions on this application form or any other material required for employment shall be considered sufficient cause for discharge.

I authorize the San Marcos Housing Authority to investigate my personal history and/or employment record and to contact any and all references to obtain additional job related information about me. I release, from liability, the San Marcos Housing Authority, its representatives and all other persons, corporations or organizations for furnishing such information. I understand that my Social Security Number will be used to identify my application.

I understand that the employment process may include testing and review of my driving record which is on file with appropriate law enforcement agencies. I also agree that if I am employed in a job requiring the operation of a motor vehicle, my failure to maintain a driving record acceptable to the San Marcos Housing Authority's general liability insurance carrier may result in my discharge.

If offered employment by the San Marcos Housing Authority, I agree to submit upon request to a physical examination to determine my ability to perform the duties of my position.

**APPLICANTS WILL BE REQUIRED TO PROVIDE DOCUMENTATION TO ESTABLISH BOTH THEIR IDENTITY AND THEIR RIGHT TO WORK IN THE UNITED STATES.**

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

# HOUSING AUTHORITY

**ALBERT SIERRA  
EXECUTIVE DIRECTOR**

**OF THE CITY OF SAN MARCOS  
1201 THORPE LANE  
WOODS HOMES CENTRAL OFFICE - (512) 353-5058  
SAN MARCOS, TEXAS 78666**

## **Criminal History Checks**

Pursuant to the Housing Opportunity Program Extension Act of 1996, The San Marcos Housing Authority is authorized to check statewide and nationwide databases for records of criminal activity and convictions.

Criminal history checks will be made on all individuals over the age of 12, if the authority feels it is necessary to do so.

I, the undersigned individual, have been made aware of the requirement.

\_\_\_\_\_  
Applicants Name

\_\_\_\_\_  
Applicants Signature