



M A N C H E S T E R  
HOUSING AND REDEVELOPMENT AUTHORITY

198 Hanover Street  
Manchester, New Hampshire 03104-6125  
Telephone: 603 624-2100

Date \_\_\_\_\_

Application for Employment

We are an equal opportunity employer dedicated to a policy of non-discrimination in employment. Employment decisions are made without regard to race, color, religion, national origin, marital status, sex, sexual orientation, age, mental or physical disability, Viet Nam veteran status, except where a bonafide occupational qualification exists.

We will make every effort to make reasonable accommodations to ensure equal opportunity in the application process, to enable employees to perform essential functions, and to enable disabled employees to enjoy the same benefits and privileges of employment as are enjoyed by employees without disabilities. If you need a reasonable accommodation, please notify the Employee Services Coordinator.

Name \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_ Home Telephone Number \_\_\_\_\_

City State Zip Work Telephone Number \_\_\_\_\_

If you have worked under any other name(s), please include \_\_\_\_\_  
(This information is used for background or reference purposes only.)

Are you over the age of 18? \_\_\_\_\_ Yes \_\_\_\_\_ No.

If under the age of 16, can you furnish a completed work certificate? \_\_\_\_\_ Yes \_\_\_\_\_ No.

If age 16 or 17, can you furnish a signed written document from your parent or legal guardian permitting your employment? \_\_\_\_\_ Yes \_\_\_\_\_ No.

Position(s) applied for \_\_\_\_\_

Preferred Status: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary \_\_\_\_\_ Summer

Date available? \_\_\_\_\_ Minimum acceptable salary? \_\_\_\_\_

Have you applied for employment here before? \_\_\_\_\_ When? \_\_\_\_\_

For what position? \_\_\_\_\_ Were you previously employed by MHRA? \_\_\_\_\_

How were you referred or why did you apply to MHRA? \_\_\_\_\_

Are you or have you ever been an MHRA resident or received housing assistance through the Authority? \_\_\_\_\_

When \_\_\_\_\_

## EDUCATION

Name & Location

Degree

High School \_\_\_\_\_

College / University \_\_\_\_\_

Graduate School \_\_\_\_\_

Other \_\_\_\_\_

List special courses completed and professional licenses, registrations, or certificates that you hold \_\_\_\_\_

\_\_\_\_\_

(Applicants are encouraged to attach a current resume to the application form)

## EMPLOYMENT EXPERIENCE

Please list all past employers and positions held (list most recent first). You may continue the list on a separate sheet of paper.

Employer	Address	Phone
Position	Supervisor's Name	Final Salary
Duties / Responsibilities		
Reason for Leaving		Dates of Employment
Employer	Address	Phone
Position	Supervisor's Name	Final Salary
Duties / Responsibilities		
Reason for Leaving		Dates of Employment

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Employer	Address	Phone
Position	Supervisor's Name	Final Salary
Duties / Responsibilities		
Reason for Leaving		Dates of Employment

List below three business references, including name, title, company, address and telephone number. If you have little work experience or have been self-employed, list three individuals, other than relatives, who have thorough knowledge of your character and or abilities.

Name	Title	Organization	Address	Telephone Number
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Have you ever been discharged or forced to resign from a position? \_\_\_\_\_ If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

Please identify what, if any, administrative or maintenance skills you possess, if applicable to the position for which you are applying.

#### ADMINISTRATIVE SKILLS

Keyboarding / Typing \_\_\_\_\_ wpm    Transcription \_\_\_\_\_    Shorthand \_\_\_\_\_ wpm    Filing \_\_\_\_\_  
Bookkeeping \_\_\_\_\_    Accounting \_\_\_\_\_    Word Processing \_\_\_\_\_    Software \_\_\_\_\_  
Additional Computer Skills / Training \_\_\_\_\_  
Other Administrative Skills \_\_\_\_\_

#### MAINTENANCE SKILLS

Electrical \_\_\_\_\_ Level of Ability \_\_\_\_\_  
Plumbing \_\_\_\_\_ Level of Ability \_\_\_\_\_  
Heating Equipment \_\_\_\_\_ Level of Ability \_\_\_\_\_  
HVAC \_\_\_\_\_ Level of Ability \_\_\_\_\_  
Carpentry \_\_\_\_\_ Level of Ability \_\_\_\_\_  
Mechanical \_\_\_\_\_ Level of Ability \_\_\_\_\_  
Additional Maintenance Skills \_\_\_\_\_

State additional information you feel may be helpful in considering your application such as accomplishments, skills, abilities, and volunteer work.

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Have you ever been convicted of a violation, misdemeanor, or felony that has not been annulled? \_\_\_\_\_  
If yes, please explain.

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You may exclude convictions for **minor** traffic violations.

Please note that conviction of a crime is not automatically a bar to employment, and factors such as seriousness of the offense, date of the offense, nature of the offense, rehabilitation, and relationship to position, will be considered.

I HEREBY CERTIFY THAT ALL THE ABOVE INFORMATION AND ON MY RESUME IS TRUE AND COMPLETE. I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION MAY DISQUALIFY ME FROM CONSIDERATION FOR A POSITION, OR IF I AM EMPLOYED, MAY RESULT IN MY IMMEDIATE DISCHARGE FROM EMPLOYMENT.

Further, in order that the Manchester Housing and Redevelopment Authority may process my application for employment, I hereby authorize the Manchester Housing and Redevelopment Authority, its subsidiaries, officers, directors, employees, representatives and agents (hereinafter collectively referred to as "MHRA") to conduct a complete investigation into my background including, but not limited to, inquiring into my entire employment history; education history; credit history, criminal record and military record, if any; to obtain opinions and references regarding my moral character and reputation and to solicit and obtain any other information MHRA in its sole discretion deems as necessary to determine my eligibility for employment or for the purposes of confirming the accuracy or completeness of any information I have provided to MHRA. I understand that MHRA may contact my previous employers, and I authorize those employers to disclose to MHRA all records and other information pertinent to my employment with them. I also authorize MHRA to provide truthful information concerning my employment with it to future prospective employers, and I agree to hold it harmless for providing such information. In consideration for the processing of my application for employment with MHRA, I hereby RELEASE, INDEMNIFY AND HOLD HARMLESS MHRA from any and all liability based on their authorized receipt, disclosure and use of the information gathered in the processing of my application for employment.

I UNDERSTAND THAT, IF HIRED, ANY OFFER OF EMPLOYMENT IS CONTINGENT UPON PRODUCTION OF PROOF OF EMPLOYMENT ELIGIBILITY (I-9).

BY MY SIGNATURE, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE FOREGOING AND SO AUTHORIZE AND RELEASE MHRA.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

MHRA IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

Government agencies at times require periodic reports on sex, ethnicity, physical and mental disabilities, veteran and other protective status of employees. This data is for statistical analysis with respect to the success of an affirmative action program. YOUR COOPERATION IS VOLUNTARY.

Should you choose to complete this information, please separate it from your application and submit it to the Human Resources Department. The completion of this form is for the purposes of complying with governmental record keeping, reporting and other legal requirements. The completion of this record is optional. If you choose to volunteer the requested information, please note that this voluntary survey is kept in a confidential file and is not part of your application for employment or Human Resources file. Inclusion or exclusion of any data will not effect any employment decision.

Date \_\_\_\_\_

Position applied for: \_\_\_\_\_

\_\_\_\_\_ Male                      \_\_\_\_\_ Female

Check one

\_\_\_\_\_ White                      \_\_\_\_\_ Black (not Hispanic)                      \_\_\_\_\_ American Indian / Alaskan Native

\_\_\_\_\_ Asian / Pacific Islander                      \_\_\_\_\_ Hispanic (Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race)

Check if appropriate

\_\_\_\_\_ Viet Nam Era Veteran

Referral Source

\_\_\_\_\_ Advertisement                      \_\_\_\_\_ Friend                      \_\_\_\_\_ Employment Agency

\_\_\_\_\_ Relative                      \_\_\_\_\_ Posting                      \_\_\_\_\_ Other