



A Community Partner,
Helping People to Help Themselves

Walla Walla Housing Authority

501 Cayuse Street
Walla Walla WA 99362
509-527-4542 * Fax 509-527-4574
Hearing-impaired, use statewide relay service 1-800-833-6384
www.wallawallaha.org *wwha@wallawallaha.org



EMPLOYMENT APPLICATION

**TYPE OR PRINT CLEARLY, USING BLUE OR BLACK INK
COMPLETE ALL QUESTIONS AND RETURN ALL PAGES**

Walla Walla Housing Authority (WWHA) is an equal employment opportunity employer. Qualified applicants will be considered for vacancies without regard to race, color, creed, religion, sex, national origin, nationality, ancestry, age, citizenship, marital status, sexual orientation, disability, atypical heredity cellular or blood trait, genetics or service in the United States Armed Forces. WWHA will reasonably accommodate the disabilities of qualified applicants to permit them to perform the essential functions of the subject positions. WWHA accepts applications for vacant positions only.

GENERAL INFORMATION

Position Applying For _____ Expected Rate of Pay _____

Preferred Hours: [] Full Time [] Part Time [] Temporary Date Available for Work _____

Applicant Name _____ Date _____

Complete Address _____

Home/Message Telephone _____ Work Telephone _____

May we contact you at work? [] YES [] NO

Do you have a valid driver's license? [] YES [] NO (Complete only if position requires driving)

Have you ever applied for employment or been hired by WWHA? [] YES [] NO

If "YES", please explain _____

Are you at least 18 years of age? [] YES [] NO (Proof required upon hire)

Are you authorized to work in the United States? [] YES [] NO (Proof required upon hire)

Are you available: For travel, if a job function requires? [] YES [] NO

To work any shift, if necessary? [] YES [] NO

To work emergency shifts or be called in, if necessary? [] YES [] NO

Have you ever been convicted of, plead guilty or no contest to any criminal offense (except minor traffic violations) which have not been expunged or sealed by a Court? [] YES [] NO

If "YES", please explain _____
(A "YES" response does not automatically disqualify you for employment.)

Have you had any traffic violations within the past three (3) years? [] YES [] NO
(Complete only if position requires driving)

If "YES", please explain and include dates _____

SKILLS

Please list all skills, abilities, or other qualifications you possess which relate to the position(s) you are applying for, including any training and experience regarding computers or other equipment.

List any job-related professional licenses you possess.

List any job-related certifications you possess.

EMPLOYMENT HISTORY

Please list each and every employer for the previous ten years. List the most recent employer first. It is mandatory to list each and every employer during the ten-year period. Account for all times since school, including unemployed periods and military service. Continue on a separate sheet of paper if necessary.

Company Name _____ Employed From _____ To _____

Address & Telephone _____

Position Held _____ Rate of Pay _____

Reason for Leaving _____

Duties _____

May we contact this employer? [] YES [] NO

Company Name _____ Employed From _____ To _____

Address & Telephone _____

Position Held _____ Rate of Pay _____

Reason for Leaving _____

Duties _____

May we contact this employer? YES NO

Company Name _____ Employed From _____ To _____

Address & Telephone _____

Position Held _____ Rate of Pay _____

Reason for Leaving _____

Duties _____

May we contact this employer? YES NO

Company Name _____ Employed From _____ To _____

Address & Telephone _____

Position Held _____ Rate of Pay _____

Reason for Leaving _____

Duties _____

May we contact this employer? YES NO

Company Name _____ Employed From _____ To _____

Address & Telephone _____

Position Held _____ Rate of Pay _____

Reason for Leaving _____

Duties _____

May we contact this employer? YES NO

EDUCATION

	Name & Address	Years Completed	Degree
High School			
College/University			
Trade/Business School			
Other (please list)			

If you have any equivalency diploma/G.E.D., what is the issuing agency? _____

How did you learn about this employment opportunity? Newspaper advertisement Friend
 WorkSource Internet search _____ Other _____

**PLEASE REREAD THIS APPLICATION TO ENSURE YOU HAVE ANSWERED ALL QUESTIONS
 APPLICATIONS MUST BE FULLY COMPLETED TO RECEIVE FURTHER CONSIDERATION**

REASONABLE ACCOMMODATION

Under the Americans with Disability Act (ADA) of 1991, the Walla Walla Housing Authority is required to provide reasonable accommodations to individuals qualified with a disability. The reasonable accommodation requirement applies to the application for employment process, any pre-testing, interviews, and actual employment, but only if WWHA knows that the accommodation is required. If you are disabled and require accommodation, you may request it at any time from a WWHA Human Resource representative.

ACKNOWLEDGMENT AND AGREEMENT OF EMPLOYMENT APPLICANT

I hereby certify that all information provided by me on the attached employment application and all other information provided by me in the course of applying for employment at WWHA is truthful and accurate. I understand that if any of this information is found to be false, untruthful or misleading, WWHA may immediately reject my application for employment.

I further understand that if I am hired as an employee of WWHA and at any time thereafter it is discovered that any information provided by me on my employment application or any of the other information provided by me in the course of applying for employment at WWHA is found to be false, untruthful or misleading, I may be subject to immediate termination from employment.

Notwithstanding the above, I also understand that if I am offered and accept employment at WWHA, my employment will be "at-will" and may be terminated by myself or by WWHA at any time with or without cause or advance notice.

Applicant's Signature

Date

Applicant's Name (Typed or Printed)

**WALLA WALLA HOUSING AUTHORITY
IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

THIS APPLICATION WILL REMAIN ACTIVE FOR A PERIOD OF 60 DAYS