



PLEASE FILL OUT ENTIRE APPLICATION AND SEND TO:
Email: hr@fwaha.org

EMPLOYMENT APPLICATION

APPLICANT INFORMATION

PLEASE DO NOT ANSWER ANY QUESTIONS BY REFERENCING A RESUME OR OTHER SEPARATE DOCUMENTATION.

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
If at this address less than 7 years, list your prior address					
Contact phone			E-mail Address		
Date Available	Social Security Number (last 4 digits) xxx-xx-		Desired Salary		
Position Applied for					
Type of Employment Desired	Full Time	Part Time	Temporary	Seasonal	
<i>Please Read: Providing inaccurate or false information will disqualify you, and be grounds for immediate dismissal should you become employed with FWHA.</i>					
Are you at least 18 years of age?	YES	NO	Are you legally authorized to work in the United States for any employer? (Evidence of right to work in the U.S. is required upon employment.)		YES NO
Are you currently employed?	YES	NO	May Human Resources contact your present employer for a reference?		YES NO
Are you a resident of public housing, or are you a HCVP voucher holder?	YES	NO			
Are any relatives (blood or marriage) employed by FWHA?	YES	NO	Name, Relationship, Department, Location		
Have you submitted an application to FWHA before?	YES	NO	If so, for what position and when?		
Have you ever worked for FWHA?	YES	NO	If so, when?		
Do you have a valid Driver's License?	YES	NO			
<p>Have you ever been convicted of or pled guilty to a felony or misdemeanor other than a minor traffic related infraction? (A conviction or plea will not necessarily disqualify you from consideration for employment. The effect of a conviction will be assessed with respect to time, circumstances, seriousness of the offense, and job responsibilities and duties. However, your failure to list a conviction will disqualify you from consideration for employment or will result in termination of employment if subsequently discovered. Convictions for which the record has been sealed, expunged, or statutorily eradicated need not be disclosed if applicable state law (including California law) prohibits inquiries about such convictions. California applicants need not disclose misdemeanor convictions for which probation was completed and the case was dismissed.)</p>					

YES NO If yes, explain

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EDUCATION				
High School		Address		
Number of years attended:	Did you graduate?	YES	NO	Degree / Major
Undergraduate		Address		
Number of years attended:	Did you graduate?	YES	NO	Degree / Major
Graduate		Address		
Number of years attended:	Did you graduate?	YES	NO	Degree / Major
Vocational		Address		
Number of years attended:	Did you graduate?	YES	NO	Degree / Major
Other		Address		
Number of years attended:	Did you graduate?	YES	NO	Degree / Major
Computer skills or other competencies?				
Other relevant information to determine your qualifications for employment?				
EMPLOYMENT				
Current Company			Contact Phone	
Address			Last Immediate Supervisor	
Job Title				
Responsibilities				
From	To	Reason for Leaving		
May we contact this employer?		YES	NO	
Previous Company			Contact Phone	
Address			Last Immediate Supervisor	
Job Title				
Responsibilities				
From	To	Reason for Leaving		
May we contact this employer?		YES	NO	
Previous Company			Contact Phone	
Address			Last Immediate Supervisor	

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Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact this employer?	YES	NO

REFERENCES

Preferably current or former supervisors and colleagues who have knowledge of your work experiences and/or education.

Full Name	Relationship
Company	Contact Phone
Address	
Full Name	Relationship
Company	Contact Phone
Address	
Full Name	Relationship
Company	Contact Phone
Address	

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER AND SIGNATURE

I certify that this application was completed by me and that my answers are true and complete to the best of my knowledge. I authorize investigation of all statements and references contained in this application. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I understand that, if I am offered a job, as a condition of beginning my employment, I will be required to pass a drug/alcohol screen, and I hereby authorize any doctor, hospital, clinic, laboratory and/or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination and related considerations. I understand that my refusal to submit to such a screen will disqualify me for current employment.

I understand that a background investigation of all statement and information contained in this application will be conducted.

I understand that federal law requires new employees, as a condition of employment, to produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. I understand that any offer of employment to me is contingent upon my ability to produce the required documentation within the time period required by law.

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I understand and agree that, upon employment, I will sign an agreement relating to confidential information.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Fort Wayne Housing Authority. I understand that any employment offered is for an indefinite duration and "at will" and that either I or Fort Wayne Housing Authority may terminate my employment at any time with or without notice or cause.

Signature

Date

It is Fort Wayne Housing Authority's policy to afford equal employment opportunity to all individuals, regardless of race, color, religion, national origin, ancestry, social origin, age, marital status, veteran status, disability, genetic information, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or any other characteristic protected by ancestry, federal, state or local law. Fort Wayne Housing Authority will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities.

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Revised 02/20/2026