

**McHENRY COUNTY HOUSING AUTHORITY**

**Application for Employment**

**Return to:**

1108 N. Seminary Avenue/P.O. Box 1109  
Woodstock, Illinois 60098

Telephone: 815/338-7752  
Facsimile: 815/338-1217

Email: [hlyons@mchenrycountyhousing.org](mailto:hlyons@mchenrycountyhousing.org)

We consider applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, veteran status, or physical/mental impairments unrelated to ability to perform essential job functions. We welcome you as an applicant for employment.

*Please Print*

\_\_\_\_\_  
*Position Applied For*

\_\_\_\_\_  
*Date*

**SECTION I – GENERAL INFORMATION**

Name: \_\_\_\_\_

Last Name

First Name

Middle Initial

Address: \_\_\_\_\_

Street

\_\_\_\_\_  
City

State

Zip

Home Telephone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

What date would you be available for work? \_\_\_\_\_

Are you legally eligible for employment in this country? \_\_\_Yes \_\_\_No

(proof of U. S. Citizenship or Immigration status will be required upon employment)

Are you able to perform the essential duties of the position for which you are applying safely and effectively?

\_\_\_Yes \_\_\_No

**SECTION II – BACKGROUND INFORMATION**

Have you ever been convicted of a felony? \_\_\_Yes \_\_\_No

If yes, please explain: (Conviction will not necessarily disqualify an applicant from employment. Factors such as age, time of the offense, seriousness and nature of the offense, rehabilitation and job-relatedness will be considered. Applicant is not obligated to disclose sealed or expunged records of conviction or arrest.)

\_\_\_\_\_  
\_\_\_\_\_  
Are there any felony charges pending against you? \_\_\_Yes \_\_\_No If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE: IF ANY OF THE INFORMATION REQUESTED IN SECTIONS THREE, FOUR OR FIVE IS ON YOUR RESUME, PLEASE INDICATE “SEE ATTACHED RESUME.”**

**SECTION III – EDUCATION, TRAINING, CERTIFICATES & LICENSES**

Schools	Name and Location	Graduate yes/no	Major/Minor Course Work	Types of Degree Received
High School				
College				
Graduate or Professional				
Other Educational, Computer Classes, List Certificates or Licenses:				

**SECTION IV – PROFESSIONAL REFERENCES**

List two people who are not related to you who have knowledge of your business or professional qualifications for the position. Do not repeat names of supervisors listed under employment history.

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Name	Occupation	Address	Phone	Yrs Known
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Name	Occupation	Address	Phone	Yrs Known
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## SECTION V – EMPLOYMENT EXPERIENCE

- In this section, be sure to describe any education, training, and experience you have which provides the required knowledge, skills and abilities to perform the essential functions of the position for which you are applying.
- If a supplemental application, resume, certification or other information is required, it should accompany this application.
- Begin with your most recent job or assignment first and list each job separately, extending for a period of 10 years.
- A resume, while strongly encouraged, is not a substitute for this application unless otherwise noted in the job posting.

Job Title:	Start Date:	End Date:
Employer:	Phone: (    )	
Employer Address:		
If this is your current employer, may we contact them if you become a finalist for this position? ___Yes ___No		
Supervisor:	Phone: (    )	
Starting Salary:	Ending Salary:	
Reason for Leaving:		
Duties and Responsibilities:		

## EMPLOYMENT EXPERIENCE

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**EMPLOYMENT EXPERIENCE**

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Employer Address:		
If this is your current employer, may we contact them if you become a finalist for this position? ___ Yes ___ No		
Supervisor:	Phone: (    )	
Starting Salary:	Ending Salary:	
Reason for Leaving:		
Duties and Responsibilities:		

**SECTION VI – SIGNATURE AND RELEASE**

I certify that the answers and information given by me in this application are true, correct and complete without qualification. I understand that the McHenry County Housing Authority has the right to refuse to hire or immediately discharge me, at any time if it discovers that I have provided incomplete, untrue, or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.

I authorize the McHenry County Housing Authority and its agents, including authorized third parties, to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by the McHenry County Housing Authority or its representatives to release to the McHenry County Housing Authority any information they have regarding me without providing written notice to me. I authorize the McHenry County Housing Authority to use any information in its possession concerning me for any purpose it deems appropriate. This includes disclosure of information to any third party, future employer or prospective future employer without notification to me of such disclosure, and I release the McHenry County Housing Authority from any liability in connection with such use or disclosure.

I understand that if I am hired by the McHenry County Housing Authority, I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment. I acknowledge that these rules, regulations policies, procedures, and other terms and conditions of employment may change from time to time, with or without notice to me. I also understand that this application is not a contract of employment and that employment may be contingent upon passing a drug test, criminal history/reference check or psychological/physical exam.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date