



363 E. Elkhorn Ave. Suite 101 · P.O. Box 1200 · Estes Park · Colorado · 80517
(970) 591-2535 Office · (970) 591-2538 Fax

ESTES PARK HOUSING AUTHORITY EMPLOYMENT APPLICATION

POSITION APPLIED FOR: Property Manager

Instructions: All of our positions require our application to be completed, thank you for taking the time to provide the requested information. Please complete this application in its entirety. Type or print legibly and accurately. If space provided is not adequate, add additional pages.

Resumes are accepted and encouraged, and **MUST** include this completed application.

APPLICANT INFORMATION

1. NAME (Last, First, Middle); _____
2. Physical Address _____

Mailing Address _____
Email Address _____
3. Home Phone _____ Mobile Phone: _____
4. Social Security Number and Date of Birth May be requested
5. How did you hear about this position? _____
6. List specific skills and/or training related to the job for which you are applying below:

EMPLOYMENT HISTORY

Please list previous employers in consecutive order starting with your present or most recent employer. Please account the last five years, including military service and periods of unemployment. If additional space is needed, add an additional page. **Resumes may be used to supplement but not in place of the requested information.**

1. Name and Address of Employer _____

Telephone # _____ Supervisor: _____

Dates of Employment (mo/yr) _____ to _____

Job Title: _____

Duties: _____

May we contact your present employer? _____ Reason for leaving: _____

2. Name and Address of Employer _____

Telephone # _____ Supervisor: _____

Dates of Employment (mo/yr) _____ to _____

Job Title: _____

Duties _____

May we contact your present employer? _____ Reason for leaving _____

3. Name and Address of Employer _____

Telephone # _____ Supervisor : _____

Dates of Employment (mo/yr) _____ to _____

Job Title: _____

Duties _____

May we contact your present employer? _____ Reason for leaving: _____

EDUCATION AND EXPERIENCE

1. High School: Name and Address _____

- Did you Graduate or obtain a GED? _____
2. College: Name and Address _____

- Highest level (years or degree) obtained _____
3. Other vocational or Technical Schools attended _____

DRIVING RECORD (If hired, we will obtain a copy of your motor vehicle record)

Do you have a valid driver's license? _____ State: _____
Number _____ Type _____
Exp Date _____ Any restrictions _____

PERSONAL CHARACTERISTICS

Affirmative answers to this question do not automatically disqualify you for this position. Withholding information will be grounds for automatic disqualification. Have you ever been convicted of a felony, or any alcohol-related offense including Driving Under the Influence? _____ If yes, explain in detail including dates and type of violation and city and state.

PERSONAL REFERENCES

Please list personal references (NOT relatives) who can attest to your personal character.

1. Name and address

Phone Number _____ Relationship _____
Email _____

2. Name and address

Phone Number _____ Relationship _____
Email _____

3. Name and address

Phone Number _____ Relationship _____
Email _____

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete to the best of my knowledge. I understand that any false information or omissions may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of my criminal and driving history and any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer (except as previously noted), past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such person and organizations from any legal liability in making such statements.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY EPHA REPRESENTATIVES OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME.

I have read, understand, and my signature consents to these statements.

Signature _____ **Date** _____