



# Employment Application

Nationwide Housing Corporation is an Equal Opportunity Employer and will not discriminate on the basis of any protected class in accordance with Federal, State and local law.

**Please Print.**

## GENERAL INFORMATION

Full Legal Name		Date of Application	
Street Address		Home Phone	Cell Phone
City	State	Zip	Email Address
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Upon employment, can you verify your identity and eligibility to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>Proof of eligibility documentation must be provided at time of hire as required by law.</i>			

## EMPLOYMENT DESIRED

Position Applied For	Date Available to Start Work	Wage Expectations \$ _____ per hour / \$ _____ per year
Status <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Days and Hours Available <input type="checkbox"/> SU _____ - _____ <input type="checkbox"/> M _____ - _____ <input type="checkbox"/> TU _____ - _____ <input type="checkbox"/> W _____ - _____ <input type="checkbox"/> TH _____ - _____ <input type="checkbox"/> F _____ - _____ <input type="checkbox"/> SA _____ - _____	
How did you find out about this job opening? <input type="checkbox"/> Internet Ad <input type="checkbox"/> Nationwide Website <input type="checkbox"/> Current Employee / Name: _____ <input type="checkbox"/> Other _____		
Have you ever worked for us before as an employee or through a temporary agency? <input type="checkbox"/> Yes <input type="checkbox"/> No Please provide your name of record at that time, job title and dates of employment:		
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Proof of valid and adequate automobile insurance required at time of hire.</i>		

## EDUCATION

	High School	Technical College	College	Graduate School
School Name and Location				
Years Completed (Circle)	9 10 11 12	1 2	1 2 3 4	1 2 3 4
Did You Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diploma/Degree/Certificate				

## EMPLOYMENT HISTORY

Please start with your present or most recent position. Complete each section in full.

Name of Employer:	Address:		
Telephone Number:	Position:		
Dates Employed:      From:      To:	Name / Title of Supervisor:		
Reason for Leaving:	Starting Salary:	Ending Salary:	
Brief description of your work and responsibilities:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

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Telephone Number:	Position:		
Dates Employed:      From:      To:	Name / Title of Supervisor:		
Reason for Leaving:	Starting Salary:	Ending Salary:	
Brief description of your work and responsibilities:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

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Brief description of your work and responsibilities:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

## SPECIAL SKILLS / ADDITIONAL TRAINING / PROFESSIONAL MEMBERSHIP

Please describe any special computer software experience, job-related skills, qualifications acquired from employment, professional membership, other education or volunteer experiences, etc. Do not include experiences which would indicate a protected class, such as race, religion, sex, age or other characteristic protected by applicable federal, state or local laws.

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## REFERENCES

Please provide the names of three business references who are not related to you. If you do not have any employment-related references, please list individuals who can comment on your work skills.

Name	Organization / Position	Address	Phone and Email	Relationship	Years Known
	Organization		W: ( ) C: ( ) H: ( ) Email:		
	Position				
	Organization		W: ( ) C: ( ) H: ( ) Email:		
	Position				
	Organization		W: ( ) C: ( ) H: ( ) Email:		
	Position				

## ACKNOWLEDGMENT AND AUTHORIZATION

- I certify the information given by me is true in all respects. I understand that the falsification, misrepresentation or omission of facts on this application, on my resume or during any stage of the hiring process will eliminate me from further consideration or if discovered after hire may result in the termination of my employment.
- In consideration for my employment, I agree to abide by the policies and regulations of Nationwide Housing Corporation, which policies and procedures may be changed, withdrawn, added or interpreted at any time, at Nationwide Housing Corporation's sole option with or without notice.
- I understand and agree that, if hired, my employment is "at will," that I or Nationwide Housing Corporation may terminate the employment relationship at any time, for any reason, with or without notice.
- I authorize an inquiry which may provide background information concerning my character, general reputation and past work performance. I hereby authorize Nationwide Housing Corporation to inquire and also authorize and request each former employer, educational institution, persons, police departments, governmental and law enforcement agencies to answer all questions which may be legally asked, and to release all information which may be legally sought in connection with this application for employment, including a criminal background check. I hereby release all parties from any liability or responsibility for doing so. I am willing that a photocopy of this authorization be accepted with the same authority as the original.

**By signing below, I acknowledge that I have read, understand and agree with the above statements.**

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant