



**COMMUNITY DEVELOPMENT COMMISSION  
OF MENDOCINO COUNTY**

HOUSING AUTHORITY  
1076 North State Street  
Ukiah, CA 95482

(707) 463-5462  
FAX: (707) 463-4188  
TDD: CA Relay 711

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

Position: \_\_\_\_\_

Please attach any resumes or additional papers to the back of this completed application

# Employment Application



The Community Development  
Commission of Mendocino County  
is an Equal Opportunity Employer



# Application for Employment

Please PRINT or TYPE all information

- CIRCLE or
- ✓ CHECK where appropriate

<b>Personal Information</b>				
Name: Last	First	Middle Initial	Date:	
Current Address:	Street and Number	City	State	Zip
Day Telephone: (    )	Message Telephone: (    )	When would you be available to begin work?		
Evening Telephone: (    )	Fax No.: (    )	Are you over age 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Can you, upon employment, submit verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(New employees are required to produce documents that verify their legal right to work in the United States and to declare under penalty of perjury that these documents are their own and genuine)</i>				

<b>General</b>
<p>Have you ever initiated an act of violence in your workplace?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>A "yes" answer will not necessarily disqualify you. Please explain any "yes" answer above fully so that individual circumstances can be considered. Use additional paper if needed.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><i>*(Factors such as age and time of the offense, seriousness and nature of the violation and rehabilitation will be taken into account)</i></p>

## How did you learn about this job opportunity?

- Newspaper (Name): \_\_\_\_\_
- Job Announcement (Where?): \_\_\_\_\_
- Other: \_\_\_\_\_

## Employment Desired

Position:	Date Available:	Compensation:
<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary Location: <input type="checkbox"/> Ukiah <input type="checkbox"/> Willits <input type="checkbox"/> Fort Bragg	Specify Hours/Days:	
Are you available to work overtime as needed? _____	If yes: Weekdays? _____ Weekends? _____	
If the position for which you are applying requires driving of any vehicle, provide the following: License number: _____ Issuing State: _____ Type: _____ Expiration Date: _____ <i>Please note: You must be qualified, licensed, and insurable in order to hold any position that requires driving.</i>		

## Education

Name and Location of School	Major	Number of Years Completed	Did You Graduate?	Degree or Diploma?
<input type="checkbox"/> High School <input type="checkbox"/> G.E.D			•Yes • No	
Business/Trade/Technical:			•Yes • No	
College:			•Yes • No	
Graduate:			•Yes • No	
Describe other job related training completed:				
Activities, honors, offices held that are job related:				

## Skills

List the skills you possess that are relevant to the position you seek. Use additional paper if needed.

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## Additional Data

What professional job related licenses do you hold (Omit those which indicate race, religion, national origin, color, sex, age or disability)?

Please list PC software programs you have experience using.

Typing Ability? • Yes    • No    _____ WPM	Ten Key Ability? • Yes    • No    • Touch	Internet Use? • Yes    • No	Copy Machine Ability? • Yes    • No
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# Employment History

**PLEASE GIVE ACCURATE, COMPLETE FULL-TIME AND PART-TIME EMPLOYMENT RECORD.**

**Start with your present or most recent employer**

Employer Name:	May we contact? •Yes • No	Position:
Address (street number):	Dates Employed:	Responsibilities:
City/State/Zip:		
Telephone:		
Reason for Leaving:		

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City/State/Zip:		
Telephone:		
Reason for Leaving:		

# References

**Give names of 3 persons to whom you are not related and by whom you have not been employed.**

Name	Address	Telephone	Relationship	Years Known

# Conditions for Employment

**Please read the following carefully before signing.**

1. The information that I have provided on this application is accurate and true to the best of my knowledge.
2. I understand that any misrepresentation or omission of a fact on my application, resume or during the interview or hiring process may result in the refusal of employment or if employed, immediate termination of employment.
3. The persons, schools, current and prior employers (if approved by me in the Employment History section), and other organizations named in this application are authorized by me to verify the information I have provided and to provide Community Development Commission of Mendocino County with information that may be requested by the Community Development Commission of Mendocino County to arrive at an employment decision. I am willing that a photocopy of this authorization be accepted with the same authority as the original. I hereby waive and release all persons, schools, current and prior employers and other organizations from any liability arising from the disclosure of any of the above information whether in writing or orally, and further waive and release the Community Development Commission of Mendocino County from any liability arising from reliance on the aforementioned information or the use, publication, or retention of such information within the context of its applicant review procedures.
4. I agree to protect confidential information of the Community Development Commission of Mendocino County, and Community Development Commission of Mendocino County's clients.
5. I will be able, if hired, to certify that I am authorized to work in the United States of America, and understand that in accordance with the Immigration Reform and Control Act that I will be required to provide timely documentation of identity and employment eligibility.
6. I understand that the Community Development Commission of Mendocino County will not employ persons who use illegal drugs and/or abuse alcohol or legal drugs, and the Community Development Commission of Mendocino County retains and exercises the right to screen from employment such individuals. In fact, I agree and consent that I may be required to take a pre-employment drug test. Further, I agree to abide by the Community Development Commission of Mendocino County's "Statement on Drug-free Workplace", a copy of which will be provided, if I am employed by the Community Development Commission of Mendocino County.
7. In the event that I am employed, I agree to conform to the Community Development Commission of Mendocino County's rules and regulations, policies and procedures.

Signature of Applicant:

Date:

**Community Development Commission of Mendocino County is an equal opportunity employer and any applicant requiring special accommodations in the application or selection process should contact the Office Representative I at (707) 463-5462 ext. 101, TDD CA Relay 711, info@cdchousing.org**

Thank you for taking the time to complete our Employment Application.