Housing and Credit Counseling, Inc.

Employment Application

APPLICANT INFORMATION		
Name:		Date:
Current address:		
City:	State:	ZIP Code:
Phone:	Email:	
Date Available:	Desired Salary: $	
Position Applied For:		

Are you willing to travel in the position? YES NO
Are You a citizen of the United States? YES NO
Have you ever worked for this company? YES NO
Have you ever been convicted of a felony? YES NO
If yes: please explain:

If No, are you authorized to work in the U.S.? YES NO
If Yes, when? _____

EDUCATION		
High School:		Location:
# of years attended:	Did you graduate?	Diploma or Degree:
College:		Location:
# of years attended:	Did you graduate?	Degree:
Other:		Location:
# of years attended:	Did you graduate?	Degree:

Do you have any computer knowledge and experience? If so, describe the computer systems and software you have used and your level of proficiency on a scale of 1 (low) to 3 (average) to 5 (high):

Are there any other experiences, skills, or qualifications that you feel make you especially suited for this position?

Can you fluently write or speak more than one language? If so, which one(s)?

REFERENCES	
PLEASE LIST THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR	
Name:	Business/Relationship:
Address:	Phone:
Years Acquainted:	
Name:	Business/Relationship:
Address:	Phone:
Years Acquainted:	
Name:	Business/Relationship:
Address:	Phone:
Years Acquainted:	

PLEASE WRITE A PARAGRAPH DESCRIBING WHY YOU THINK YOU WOULD BE A GOOD CANDIDATE FOR THIS POSITION:

Housing and Credit Counseling, Inc.

EMPLOYMENT HISTORY			
Employer:			
Employer address:			From: To:
Phone:	Position:	Ending Salary: $	
Supervisor:	Reason for Leaving:		
Responsibilities:			
May we contact your supervisor for a reference? YES NO			
Employer:			
Employer address:			From: To:
Phone:	Position:	Ending Salary: $	
Supervisor:	Reason for Leaving:		
Responsibilities:			
May we contact your supervisor for a reference? YES NO			
Employer:			
Employer address:			From: To:
Phone:	Position:	Ending Salary: $	
Supervisor:	Reason for Leaving:		
Responsibilities:			
May we contact your supervisor for a reference? YES NO			

PLEASE READ CAREFULLY

APPLICANTS CERTIFICATION AND AGREEMENT

"I understand this application of employment is not to be confused as a guarantee of employment for a specific time. I further understand that my employment does not constitute any form of contract, implied or expressed, and such employment will be terminated at will either by myself or my employer upon notice of one party to the other."

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient clause for dismissal. HCCI is hereby authorized to make investigation of my personal, employment, educational and credit histories through investigative agencies or bureaus of HCCI's choice.*

Signature of applicant: _____ Date: _____

*NOTE: The provisions of the Fair Credit Reporting Act will be followed for any confidential information obtained and considered in this process.