

Human Resources Department

Email: HumanResources@fwhs.org

Fax: 817-333-3595/817-333-3538



APPLICATIONS

The application initiates the employment process and must be completed by each applicant. Resumes may be attached to your application. Please be alert to the following items on the application form:

1. Please state the position for which you are applying. If clerical, note typing speed or keyboarding speed, also list the PC applications you are skilled in and the level of competence (beginner, intermediate, or advanced).
2. Experience is a key factor in the employment process. Please explain your duties, dates of employment and reason(s) for leaving positions held in the past. **Please complete this section, even if you attach a resume.**

FWHS is an Equal Opportunity Employer. In the assessment of applicants, the following areas are evaluated:

- Experience in the position for which you are applying
- Work record and references
- Education or equivalent skills
- Pre-employment testing results
- Pre-employment drug testing
- Criminal Background Investigation

All applications are screened to select the most qualified applicants to interview. Individuals selected for interviews are further assessed, and the best-qualified applicant is selected for employment.

Applications are kept active for six months. During this period, you may call and advise us of any changes in your status or phone number. You must reapply to be considered for any other available position(s).

It is the Agency's goal to select highly qualified, motivated individuals for employment. Each applicant is judged on individual skills and abilities. Thank you for your interest in employment with us. If you have any questions, please contact the Human Resources Department.

A Fair Housing and Equal Employment Opportunity Agency





APPLICATION FOR EMPLOYMENT

1201 East 13th Street; Fort Worth, TX 76102-5764

Email: HumanResources@fwhs.org

817-333-3400; Fax: 817-333-3595

TO APPLICANT: We appreciate your interest in our organization and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualification and may assist us in possible future upgrading. **Please Print Clearly.**

PERSONAL

Date _____

Name _____ Social Security No. XXX - XX -
Last First Middle

Address _____ Telephone No. () _____
No. Street City State Zip

Position applying for _____ Rate of pay expected \$ _____ yearly

Best time to contact you at home: _____

Are you legally eligible for employment in the U.S.? _____ State your age if under 18 _____

Were you previously employed by us? _____ If yes, When? _____ Type of transportation (Circle one): Car Bus Other

Date available for work _____ Are you a resident of a Fort Worth Housing Solutions community? _____

If yes, indicate name of community _____ Are you Section 3 Eligible? _____

Do you have any relatives working for the Solutions? _____ If yes, please indicate name and relationship. _____

Are you or any members of your family presently participating in Fort Worth Housing Solutions Assistance programs, either as a tenant or landlord? Yes No If yes, explain. _____

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? Yes No

Can you perform these essential functions with or without reasonable accommodation? Yes No

Are there any hours, shifts or days you cannot or will not work? Yes No

Are you willing to work overtime if required? Yes No

Do you possess a valid Texas Driver's License? (If yes, indicate license number) _____

Indicate name, address and phone no. of a person to contact in case of an emergency. _____

MILITARY SERVICE RECORD

Were you in the Armed Forces? _____ Dates of Duty _____ From _____ To _____

List duties in the service, including special training _____

Have you taken any training under the G.I. Bill of Rights? _____ If yes, what training did you take? _____

How did you here about employment at Fort Worth Housing Solutions? Employee Referral Indeed Career page Other

EDUCATION

School	Name & Address of School	Course of Study	Dates	Did you Graduate?	List Diploma or Degree
High			From	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			To		
College or University			From	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			To		
Trade, business, Night, Corres.			From	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			To		
Other (Specify)			From	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			To		

Do you type? Yes No Typing Speed _____ wpm Do you take dictation? Yes No Shorthand Speed _____ wpm

List office machines you can operate: _____

List any computer programs with which you are familiar: _____

What languages besides English can you speak, read or write? _____ How well? _____

Do you have any interests, hobbies or membership in any organization that relates to the job for which you have applied? (Please indicate)

Are there any other experiences, skills or qualifications which you feel would also qualify you for the position for which you have applied?

PERSONAL REFERENCES: (Do not list former employers or relatives)

I. Name and Occupation _____
Address _____ Phone No. _____

II. Name and Occupation _____
Address _____ Phone No. _____

III. Name and Occupation _____
Address _____ Phone No. _____

ADDITIONAL COMMENTS: _____

May we contact the employers and references listed? Yes No If not, indicate by number which one(s) you do not wish us to contact.

May we contact you at work? Yes No If yes, work number and best time to call

PREVIOUS EMPLOYMENT

1. Most Recent Employer			Address	Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	
2. Previous Employer			Address	Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	
3. Previous Employer			Address	Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	
4. Previous Employer			Address	Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	

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PLEASE READ AND SIGN BELOW

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for Fort Worth Housing Solutions to withdraw my application from consideration and/or for termination of my employment.

I authorize Fort Worth Housing Solutions to investigate all references and to secure additional information about me, if job related. I hereby release from liability Fort Worth Housing Solutions and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.

Fort Worth Housing Solutions is an Equal Opportunity Employer. Fort Worth Housing Solutions does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by federal, state or local laws.

This application is kept on file for six months. At the end of that time, if I have not heard from Fort Worth Housing Solutions and wish to continue to be considered for employment, it will be necessary to fill out a new application.

I understand that employment at Fort Worth Housing Solutions is "at will," which means that either I or Fort Worth Housing Solutions can terminate the employment relationship at any time, with or without prior notice and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no representative of Fort Worth Housing Solutions has the authority to make any assurances to the contrary.

Date

Signature

A Fair Housing and Equal Employment Opportunity Agency



VOLUNTARY AFFIRMATIVE ACTION INFORMATION

Fort Worth Housing Solutions

Fort Worth Housing Solutions is an Equal Opportunity Employer. As required by law, we must record certain information to be made a part of our Affirmative Action Program.

Applicants for employment are also invited to participate in the Affirmative Action Program by reporting their status as disabled, disabled veteran, veteran of the Vietnam era or other minority. In extending this invitation you are also advised that: (a) workers (applicants) are under no obligation to respond, but may do so in the future if they choose; (b) responses will remain confidential within the Human Resources Department; and (c) responses will be used only for the necessary information to include in our Affirmative Action Program. We are an agency that values diversity. We actively encourage women and minorities to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Please complete the information requested below. Thank you for your cooperation.

Section 1: General Applicant Information

Name	Date
	____/____/____
Position applied for	

Section 2: Please check (√) all that apply (See reverse for definitions)

Race or Ethnic Identity	Gender	**Veteran Status
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Male	<input type="checkbox"/> Vietnam Era Veteran
<input type="checkbox"/> White (not Hispanic or Latino)	<input type="checkbox"/> Female	<input type="checkbox"/> Special Disabled Veteran
<input type="checkbox"/> Black or African American (not Hispanic or Latino)		<input type="checkbox"/> Other Protected Veteran
		<input type="checkbox"/> Recently Separated Veteran

<input type="checkbox"/> Native Hawaiian or Pacific Islander (not Hispanic or Latino) <input type="checkbox"/> Asian (not Hispanic or Latino) <input type="checkbox"/> American Indian or Alaskan Native (not Hispanic or Latino) <input type="checkbox"/> Two or More Races (not Hispanic or Latino)		<input type="checkbox"/> Armed Forces Service Medal Veterans
		**Other
		<input type="checkbox"/> Individual with Disabilities
<input type="checkbox"/> I do not wish to Self-Identify		
Signature:		
How did you hear of our opening?		
<input type="checkbox"/> Current Employee <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Recruiter <input type="checkbox"/> Other - Explain Below:		
<i>For Human Resources Use Only:</i>	<i>Requisition #</i>	<i>Job Group</i>



DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Fort Worth Housing Solutions may obtain from Global Screening Solutions, Inc. ("GSS") 4833 Front St B448 Castle Rock CO 80104, (866) 454-2325, www.global-screeningsolutions.com, a consumer report and/or an investigative consumer report ("REPORT") that contains background information about you in connection with your employment or employment application. If you are hired, to the extent permitted by law, Fort Worth Housing Solutions may obtain from Global Screening Solutions further reports throughout your employment for an employment purpose without providing further disclosure or obtaining additional consent.

The REPORT may contain information about your character, general reputation, personal characteristics and mode of living. The REPORT may include, but is not limited to, credit reports and credit history information; criminal and other public records and history; public court records (e.g., bankruptcies, tax liens and judgments); motor vehicle and driving records; educational and employment history, including professional disciplinary actions; drug/alcohol test results; and Social Security verification and address history, subject to any limitations imposed by applicable federal and state law. This information may be obtained from public record and private sources, including credit bureaus, government agencies and judicial records, former employers and educational institutions, and other sources.

If an investigative consumer REPORT is obtained, in addition to the description above, the nature and scope of any such REPORT will be employment verifications and references, or personal references.

The report will be procured from Global Screening Solutions and you can obtain a copy by contacting them at:

customerservice@global-screeningsolutions.com
4833 Front Street B448 Castle Rock CO, 866-454-2325

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of DISCLOSURE REGARDING BACKGROUND INVESTIGATION, A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT, and STATE LAW DISCLOSURES.

I understand I have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about me, and disclosure of the nature and scope of any investigative consumer report and to request a copy of my report. Please be advised that the nature and scope of the most common form of investigative consumer report is an employment history or verification. I understand credit history will only be requested where such information is substantially related to the duties of my position and otherwise allowed by state law.

I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by my employer at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to he furnish any and all background information requested by Global Screening Solutions, 4833 Front Street B448, Castle Rock CO, 866-454-2325 www.global-screeningsolutions.com and/or my employer itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original. Please provide legal identification information as found on your federal or state identification documents.

Print Last Name _____ First _____ Middle _____

Other Names/Alias _____

Social Security # _____ Date of Birth _____

Driver's License (if required by Employer) _____ State Issued: _____

Present Address _____

City/State/Zip _____

Phone Number: _____

Email Address: _____

Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

(For applicants under 18 years of age)

ADDITIONAL CONTACT INFORMATION

Global Screening Solutions will need to contact you if additional information is needed to process your Background Investigation. Please provide a cell and/or alternate phone number and email address where we may contact you.

Cell Phone: (_____) _____ Alternate Phone: (_____) _____

Email Address: _____

Signature: _____ Date: _____
(Please do not type in name; your hand-written signature is required above)

STATE LAW DISCLOSURES

New York applicants only: Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

Washington State applicants only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Minnesota and Oklahoma applicants only: Please check this box if you would like to receive a copy of a consumer report. You may request additional information on the nature and scope of your report. (Note: Employer is required to mail applicant a copy if the box is checked.)

California applicants only: Under California Civil Code section 1786.22, with proper identification you are entitled to find out what information about you is in the file of a consumer reporting agency ("CRA"), as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the CRA file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. CRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment and personal or family history in order to verify your identity. The CRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. A CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person's presence.

Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law. (Note: Employer is required to mail applicant a copy if the box is checked.)

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

Para información en español, visite www.consumerfinance.gov/learnmore o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a

consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free.

You are entitled to a free file disclosure if:

- o a person has taken adverse action against you because of information in your credit report;
- o you are the victim of identity theft and place a fraud alert in your file;
- o your file contains inaccurate information as a result of fraud;
- o you are on public assistance;
- o you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552 b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. –To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act. c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>