

# Standard Application for Employment

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.*

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

"Employer"	Position applying for
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## PERSONAL DATA

Name (last, first, middle)			
Street Address and/or Mailing Address	City	State	Zip
Home Telephone Number	Business Telephone Number	Cellular Telephone Number	
Date you can start work	Salary Desired	Do you have a High School Diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	

## POSITION INFORMATION Check all that you are willing to work

Hours: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Days <input type="checkbox"/> Evenings <input type="checkbox"/>	Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Weekends <input type="checkbox"/>	Status: Regular <input type="checkbox"/> Temporary <input type="checkbox"/>
Are you authorized to work in the U.S. on an unrestricted basis?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.) If yes, explain:		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Can you perform these essential functions of the job with or without reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>			

## QUALIFICATIONS Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

## SPECIAL SKILLS List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.

## REFERENCES Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship

**WORK HISTORY** Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

<b>Job Title #1</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer? Yes  No  N/A

<b>Job Title #2</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

<b>Job Title #3</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

<b>Job Title #4</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**El Camino Real Housing Authority  
Position Description**

**POSITION TITLE: RECEPTIONIST**

Department: Administration	Pay Status: Hourly
Classification: Full Time	Date Originated: October 6, 2009
Exempt: No	Date Revised:

**POSITION SUMMARY:** Under the general supervision of the Section 8 HCV Housing Counselor in Valencia County performs reception and clerical duties. This is considered a non-exempt position as defined by the Fair Labor Standards Act (FLSA).

**SUPERVISION EXERCISED:** None

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Receptionist
  - a. Responsible for greeting and directing visitors of the Housing Authority.
  - b. Answer telephones, assists caller or directs call to the appropriate person, set appointments if required.
  - c. Open, sort and distribute mail and packages and also mails all mail.
2. Assists Rental Assistance Specialist,
  - a. Provide housing applications to the public, provides brief instructions (for all Programs)
  - b. Receive applications, necessary forms, and photocopy documentation, review for completeness of packet, if necessary communicate what is missing (for all Programs)
  - c. Input all application information into the database.
  - d. Under the direction of the Housing Manager, prepares and sends letters to all applicants regarding eligibility status, apartment availability, late charges, rent due, or other correspondence.
  - e. File applicant and tenant documentation in an accurate and efficient manner.
3. Tenant and Public Relations
  - a. Greet visitors and clients in a respectful and cordial manner.
  - b. Take complaints from residents, handle if possible, or direct to appropriate person or agency, document complaint.
4. Perform any additional combination of duties and/or responsibilities as necessary or assigned for efficient operation of the Housing Authority, which are necessary and consistent with Housing Authority policy and law.

**MINIMUM QUALIFICATIONS:**

**Knowledge, Skills and Abilities**

1. Above average written and verbal skills
2. Ability to type, file, use a computer and multi-line telephone system
3. Familiarity with Windows, word processing and spreadsheet software
4. Ability to work efficiently and accurately in an atmosphere of frequent interruptions
5. Ability to perform a variety of detail-oriented functions
6. Tact, courtesy and initiative in handling routine problems of the Housing Authority
7. Must enjoy working with a wide range of personalities and cultures
8. Ability to communicate in oral and written English
9. Knowledge of HUD rules and regulations.

**Experience and Education:**

High School or GED and one year office experience. Bilingual preferred.

**Equipment, Tools and Materials:**

Computer terminal, computer printer, photocopier, fax, calculator, postage machine and typewriter

**Working Conditions:**

1. Work is normally performed indoors
2. Work is normally performed on weekdays
3. Subject to normal office noise levels
4. Duties are normally performed on a carpeted surface
5. Duties require normal dexterity while walking, standing, sitting
6. Specific required movements include the following: (25# maximum)  
Trunk – carry, bend, twist, rotate, push and pull  
Arms – reach, carry, lift, twist, rotate, push and pull  
Legs – twist, rotate, lift and balance  
Hands – grasp, manipulate and finger dexterity, eye/hand coordination



# El Camino Real Housing Authority

Securing Affordable Housing & a Brighter Future for All

## CONFIDENTIAL Background Check Authorization

Print Name: \_\_\_\_\_  
(First) (Middle) (Last)

Former Name(s) and Dates Used: \_\_\_\_\_

Current Address Since: \_\_\_\_\_  
(mo/yy) (Street) (City) (Zip/State)

Previous Address From: \_\_\_\_\_  
(mo/yy) (Street) (City) (Zip/State)

Previous Address: From: \_\_\_\_\_  
(mo/yy) (Street) (City) (Zip/State)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Drivers License Number/State: \_\_\_\_\_

The information contained in this application is correct to the best of my knowledge. I hereby authorize the El Camino Real Housing Authority and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: verification of social security number; current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records and any other public records.

I further authorize any individual, company, firm corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to the El Camino Real Housing Authority or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release the El Camino Real Housing Authority, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages, of whatever kind, which may, at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

Signature

Main Office  
301 Otero Avenue, Socorro, NM 87801  
Tele: (575) 835-0196, Fax: (575) 835-3461  
Email: [marvann@socorrohousing.org](mailto:marvann@socorrohousing.org)

Date

Valencia Office:  
719 S. Main, Belen, NM Physical  
Telephone: 575-835-0196 x403 or x 409  
Fax: 575-835-3461

Mailing Address for all Counties is:  
El Camino Real Housing Authority  
P.O. Box 00  
Socorro, NM 87801

