

Position Applying For:
Office/Administrative Assistant

Date: _____

**Rogersville
Church Hill
Rutledge**



**TEL 423-272-8540
FAX 423-272-4710
TTY 1-800-848-0298**

Personal Data

Name (please print): _____
Last First Middle

Address: _____

City: _____ **State:** _____ **Zip code:** _____

Phone: _____ **Text:** ☐ Yes ☐ No **Email:** _____

Have you ever been employed here before? ☐ Yes ☐ No If yes, give dates. _____

Are you employed now? ☐ Yes ☐ No If yes, may we contact your present employer as to work performance? ☐ Yes ☐ No

Do any relatives/friends work here or are you related to anyone affiliated with Rogersville Housing Authority? ☐ Yes ☐ No

If yes, please list name and relationship: _____

If hired, can you provide evidence/proof of your legal right to live and work in this country? ☐ Yes ☐ No

If hired, on what date would you be available for work? _____

Have you been convicted of a felony within the last 7 years? ☐ Yes ☐ No If yes, please explain: _____

Veteran of the U.S. Military? ☐ Yes ☐ No If yes, branch of service: _____

Do you possess a valid Motor Vehicle Operator's License (Driver's License)? ☐ Yes ☐ No

State: _____ Number: _____ (DMV driving history check may be requested.)

If hired, do you have a reliable means of transportation to and from work? ☐ Yes ☐ No

If required, would you be willing to have a physical examination for this position? ☐ Yes ☐ No

Education:

High School Diploma/GED or equivalent: ☐ Yes ☐ No

High School City College/University Degree

List any Certifications or Higher Education Degrees: _____

Special Skills, Qualifications and Training:

Experience with (Check all that apply.):

____ Excel ____ Google Sheets ____ Word ____ Google Docs ____ Power Point ____ Google Slides
____ Entering data into a software system ____ Using Email ____ Fax Machine ____ Copy Machine ____ Phone System
____ Writing Response Letters ____ Proof Reading for Grammar, Spelling and Punctuation ____ Presenting to small groups

Summarize special skills and qualifications acquired from employment or other experience and how they will benefit you in this position:

Activities

If any, please list professional, trade business, or civic activities and offices held: _____

Employment Experience

Start with your present or last job, include military service assignments and volunteer activities. Attach additional sheet if needed.

Employer:	Date Employed	Job Title:
Address:	From:	Work Performed:
Phone:	To:	
Supervisor:		
Reason for Leaving:		May we request employment information? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer:	Date Employed	Job Title:
Address:	From:	Work Performed:
Phone:	To:	
Supervisor:		
Reason for Leaving:		May we request employment information? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer:	Date Employed	Job Title:
Address:	From:	Work Performed:
Phone:	To:	
Supervisor:		
Reason for Leaving:		May we request employment information? <input type="checkbox"/> Yes <input type="checkbox"/> No

References List three references who are familiar with the quality of your work, and who are NOT related to you.

1. Reference

Name _____ Address _____ City/State _____
Phone (Cell/Home): _____ Email: _____

2. Reference

Name _____ Address _____ City/State _____
Phone (Cell/Home): _____ Email: _____

3. Reference

Name _____ Address _____ City/State _____
Phone (Cell/Home): _____ Email: _____

Applicant's Statement

PLEASE READ and SIGN BELOW: APPLICANT CERTIFICATION, AUTHORIZATION and UNDERSTANDINGS

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge and that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I understand that nothing contained in the application or conveyed during any interview which may be granted is intended to create an employment contract between me and the Rogersville Housing Authority. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Rogersville Housing Authority, and that no promises or representation contrary to the foregoing are binding on the Rogersville Housing Authority unless made in writing and signed by me and the Rogersville Housing Authority's designated representative.

Applicant's Signature: _____ Date: _____

The Rogersville Housing Authority is an Equal Opportunity Employer. No person shall be excluded from being considered for employment for the Rogersville Housing Authority based on the grounds of race, color, sex, religion, national or ethnic origin, familial status, sexual preference, gender identity or disability.