

Application for Employment



Housing & Redevelopment Authority of Austin, MN

308 Second Ave. NE, Austin, MN 55912

Phone 507-433-1866 Fax 507-433-8317

Website www.austinhra.org

The Austin HRA is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on the basis prohibited by Local, State or Federal Law. Should an applicant need reasonable accommodation in the application process, he or she should contact the HRA.

Date of Application: _____

APPLICANT INFORMATION

Applicant Name: _____

Address: _____

City, State and Zip: _____

Phone #'s: _____

E-Mail: _____

EMPLOYMENT POSITION

Position you are applying for: _____

Full-Time _____ Part-Time _____ Temporary/Seasonal _____

Are you willing to work overtime if required? Yes No

How did you hear about the position? _____

Date available? _____

PERSONAL INFORMATION

Are you 18 years of age or older? Yes No

Are you a US Citizen or approved to work in the United States? Yes No

What document can you provide as proof of citizenship or legal status? _____

EDUCATION & TRAINING

High School:

Name of School	City and State	Year Graduated	Degree Earned

College or University:

Name of School	City and State	Year Graduated	Degree Earned

Vocational School or Specialized Training:

Name of School	City and State	Year Graduated	Degree Earned

JOB SKILLS

If Maintenance position, I am capable of operating the following equipment: _____

If Administrative position, list the computer skills that you are familiar with: _____

Military:

Are you a member of the Armed Services? _____ How many years did you serve? _____

What branch of the Military did you serve? _____

What was your Military Rank when discharged? _____

Type of discharge? _____

Are you a disabled Veteran? _____

What Military skills do you possess that would be an asset for this position? _____

EMPLOYMENT HISTORY (Please list your most recent employment first.)

Are you presently employed? Yes No

May we contact your current employer? Yes No

Employer Name: _____

Supervisor's Name: _____

Employer's City/State: _____

Employer's Phone #: _____

Dates Employed: _____

Job Title and Nature of Duties: _____

Reason for Leaving: _____

Employer Name: _____

Supervisor's Name: _____

Employer's City/State: _____

Employer's Phone #: _____

Dates Employed: _____

Job Title and Nature of Duties: _____

Reason for Leaving: _____

Employer Name: _____

Supervisor's Name: _____

Employer's City/State: _____

Employer's Phone #: _____

Dates Employed: _____

Job Title and Nature of Duties: _____

Reason for Leaving: _____

REFERENCES (Please provide 3 personal and professional references of people not related to you.)

Reference Name and Occupation	Contact Information

LICENSES

Do you have a Minnesota Driver’s License? Yes No

If applying for a Maintenance Position: Do you have a Boiler’s License? Yes No

If Yes, what type of Boiler’s License: _____

Do you have any other licenses/certifications applicable to the job applying for? Yes No

If Yes, please list: _____

CERTIFICATIONS AND AUTHORIZATIONS

- I certify that all the information I have provided on this application is correct and I have not omitted any information. I understand that giving false information or omitting requested information may disqualify me from further consideration for employment or result in dismissal if discovered at a later date.
- I authorize the Austin HRA to verify this information to determine whether or not I am qualified for the position for which I am applying.
- I hereby authorize all current and previous employers to release job-related information to the Austin HRA. However, if I answered No in the Employment section that asked if we could contact your current employer, then contact will not be made without my specific authorization.

Applicants Signature

Date