



Rural Communities Housing
DEVELOPMENT CORPORATION

Application for Employment

Submit completed application to
Human Resources:
Email: hrrecruiting@rchdc.org
Fax: (707) 306-8122

Mailing address: 499 Leslie St. Ukiah, CA 95482

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Personal Information

Name

Address		City	State	Zip
Phone Number	Mobile Number	Email Address		
Are you legally eligible for employment in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>		Social Security No.		
Have you ever applied for employment with us? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes: Year _____		How do you learn about our organization?		
Do you have a valid California Driver's License? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Number:	Class:	Expiration Date:		

Position

Position You Are Applying For	Available Start Date	Desired Pay
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Education and Training

High School Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> Pass Equivalency Test? Yes <input type="checkbox"/>		Completed Semester Units	Degree Obtained/Year Graduated
Name and Location of High School:			
Name and Location of College	Course of Study		

Employment History

You should respond completely to the information requested in this section. **LIST YOUR MOST RECENT EMPLOYMENT FIRST.** Use a separate block for each job held, even throughout the same organization, show experience for the past ten years and any earlier experience pertaining to the position for which you are applying. Use additional sheets if necessary. Explain any gaps between employments. Please keep in mind that your acceptance or rejection depends on the completeness and applicability of the information shown. Resumes are encouraged, but do not attached resume in lieu of completing this form.

DO NOT ENTER "SEE RESUME" OR APPLICATION WILL BE CONSIDERED INCOMPLETE.

Employer (1)	Job Title		
Work Phone	Dates Employed		
Address	City	State	Zip

Describe your work/responsibilities:

Reason for Leaving:

Employer (2)	Job Title		
Work Phone	Dates Employed		
Address	City	State	Zip

Describe your work/responsibilities:

Reason for Leaving:

Employer (3)	Job Title		
Work Phone	Dates Employed		
Address	City	State	Zip

Describe your work/responsibilities:

Reason for Leaving:

Additional Information

Please describe additional coursework or training (including military) which would qualify you for this position:

Please list certificates or licenses of professional or vocational competences you possess which relates to this position:

What language(s), other than English, do you speak, read, & write fluently?

Were you ever discharged or forced to resign from any position? Yes No

If so, please explain:

Would you object to having any of the above employers contacted in regard to your work? Yes No

If so, please explain:

Did you read the job description? Yes No

Do you meet the requirement of the Job Description? Yes No

Certificate of Applicant

PLEASE READ CAREFULLY: I hereby certify that my answers to the questions in this application are complete, accurate, and true to the best of my knowledge. I agree and understand that any misrepresentation or omission of material facts is cause for rejection of application. I hereby authorize RCH to conduct any investigation necessary concerning any part of my background related to the position I am seeking. I release all parties from any liability in connection with the provision and use of such information.

Name (Please Print)

Signature

Date

This institution is an equal opportunity provider, and employer.

