



Rural Communities Housing  
DEVELOPMENT CORPORATION

## Application for Employment

Please print or type. This application must be completed in full to be considered. Submit the completed application to Human Resources by email, fax, or mail at 499 Leslie St. Ukiah, CA 95482  
Email: [hrrecruiting@rchdc.org](mailto:hrrecruiting@rchdc.org)  
Fax: (707)306-8122

### Applicant Contact Information

<b>First Name</b>	<b>Middle</b>	<b>Last Name</b>
<b>Physical Address (including City, State and Zip)</b>		
<b>Mailing Address (if different from physical address)</b>		
<b>Phone Number</b>	<b>Email Address</b>	

### Employment Desired

<b>Position Applying For</b>	
<b>Available Start Date</b>	<b>Desired Pay</b>

### Applicant Questionnaire

<b>How did you learn about our organization and this job opening?</b>	<b>Have you ever applied for employment with us?</b> Yes No If yes, when?
<b>Are you legally eligible for employment in the U.S.?</b> Yes No	<b>Do you have a Valid California's Driver's License?</b> Yes No
<b>Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No</b> If no, describe the functions that cannot be performed:	

### Education History

<b>List School Name</b>	<b>Location</b>	<b>Graduated?</b>	<b>Degree/Course of Study</b>
		Yes No	
		Yes No	
		Yes No	

## Employment History

You should respond completely to the information 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 eight years and any earlier experience pertaining to the position for which you are applying. Use additional sheets if necessary. Explain any gaps between employments. A cover letter and resume are desirable but are NOT a replacement for the whole or any part of this application. **Do not enter "see resume" or application will be considered incomplete.**

<b>Name of Employer</b>	<b>Job Title</b>
<b>Work Phone Number</b>	<b>Dates of Employment</b>
<b>Employer Address</b>	<b>Name of Supervisor</b>
<b>Description of Job Duties</b>	<b>Reason for Leaving</b>
<b>Name of Employer</b>	<b>Job Title</b>
<b>Work Phone Number</b>	<b>Dates of Employment</b>
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<b>Description of Job Duties</b>	<b>Reason for Leaving</b>
<b>Name of Employer</b>	<b>Job Title</b>
<b>Work Phone Number</b>	<b>Dated of Employment</b>
<b>Employer Address</b>	<b>Name of Supervisor</b>
<b>Description of Job Duties</b>	<b>Reason for Leaving</b>

### Additional Information

<b>Do you have any other experience, training, or qualifications that you feel make you especially suited for the position you are applying for?</b> Yes      No  If so, please explain:
<b>List other languages other than English that you can speak, write, and read:</b>
<b>Were you ever terminated or forced to resign from any position?</b> Yes      No  If yes, please explain:
<b>Would you object to having any of the above employers contacted regarding your work?</b> Yes      No  If so, please explain:
<b>Did you read the job description?</b> Yes      No
<b>Do you meet the requirements of the job description?</b> Yes      No

### Certification of Applicant

<b>PLEASE READ CAREFULLY:</b> 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 RCHDC 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. I further understand that I will be required to fill out an I-9 form and to verify my legal right to work in the United States, if offered employment.	
<b>Name (Please print)</b>	<b>Date</b>
<b>Signature</b>	

*This institution is an equal opportunity provider and employer.*

