



P.O. Box 1200  
Estes Park, CO 80517  
500 Big Thompson Ave  
970-577-3730  
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**ESTES PARK HOUSING AUTHORITY  
EMPLOYMENT APPLICATION**

POSITION APPLIED FOR Customer Service Specialist / Property Manager

Instructions: Please complete this application in its entirety. Type or print legibly and accurately. If space provided is not adequate, add additional pages. Resumes are accepted and encouraged as well, in **addition** to this application.

**BIOGRAPHICAL INFORMATION**

1. NAME (Last, First, Middle); \_\_\_\_\_
2. Physical Address \_\_\_\_\_  
\_\_\_\_\_  
Mailing Address \_\_\_\_\_  
E-mail Address \_\_\_\_\_
3. Home Phone ( ) \_\_\_\_\_ Business/Message Phone ( ) \_\_\_\_\_
4. Social Security # Do not need to provide until requested
5. How did you hear about this position? \_\_\_\_\_
6. List your computer skills including software you are proficient in \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Please list specific skills and/or additional training that are related to the job for which you are applying. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY**

Please list previous employers in consecutive order starting with your present or most recent employer. Please account the last five years, including military service and periods of unemployment. If additional space is needed, add an additional page. **Resumes may be used to supplement but not in place of the requested information.**

1. Name and Address of Employer\_\_\_\_\_

Telephone # ( ) \_\_\_\_\_ Supervisor\_\_\_\_\_

Dates of Employment (mo/yr) \_\_\_\_\_ to \_\_\_\_\_

Beginning and Ending Salary\_\_\_\_\_

Job Title: \_\_\_\_\_

Duties\_\_\_\_\_

May we contact your present employer?\_\_\_\_\_ Reason for leaving\_\_\_\_\_

2. Name and Address of Employer\_\_\_\_\_

Telephone # ( ) \_\_\_\_\_ Supervisor\_\_\_\_\_

Dates of Employment (mo/yr) \_\_\_\_\_ to \_\_\_\_\_

Beginning and Ending Salary\_\_\_\_\_

Job Title: \_\_\_\_\_

Duties\_\_\_\_\_

May we contact your present employer?\_\_\_\_\_ Reason for leaving\_\_\_\_\_

3. Name and Address of Employer\_\_\_\_\_

Telephone # ( ) \_\_\_\_\_ Supervisor\_\_\_\_\_

Dates of Employment (mo/yr) \_\_\_\_\_ to \_\_\_\_\_

Beginning and Ending Salary\_\_\_\_\_

Job Title: \_\_\_\_\_

Duties\_\_\_\_\_

May we contact your present employer?\_\_\_\_\_ Reason for leaving\_\_\_\_\_

4. Name and Address of Employer \_\_\_\_\_

Telephone # ( ) \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of Employment (mo/yr) \_\_\_\_\_ to \_\_\_\_\_

Beginning and Ending Salary \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_ Reason for leaving \_\_\_\_\_

### **EDUCATION AND EXPERIENCE**

1. High School: Name and Address \_\_\_\_\_

Did you Graduate or obtain a GED? \_\_\_\_\_

Date of Graduation \_\_\_\_\_

2. College: Name and Address \_\_\_\_\_

Highest level (years or degree) obtained \_\_\_\_\_

3. Other vocational or Technical Schools attended \_\_\_\_\_

### **DRIVING RECORD**

Do you have a valid driver's license? \_\_\_\_\_ State \_\_\_\_\_

Number \_\_\_\_\_ Type \_\_\_\_\_

Exp Date \_\_\_\_\_ Any restrictions \_\_\_\_\_

### **PERSONAL CHARACTERISTICS**

Affirmative answers to this question do not automatically disqualify you for this position. Withholding information will be grounds for automatic disqualification.

Have you ever been convicted of a felony, or any alcohol-related offense including Driving Under the Influence? \_\_\_\_\_ If yes, explain in detail including dates and type of violation and city and state.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL REFERENCES**

Please list personal references (NOT relatives) who can attest to your personal character.

1. Name and address

\_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_

2. Name and address

\_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_

3. Name and address

\_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete to the best of my knowledge. I understand that any false information or omissions may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of my criminal and driving history and any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer (except as previously noted), past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such person and organizations from any legal liability in making such statements.

**I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY EPHA REPRESENTATIVES OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME.**

I have read, understand, and my signature consents to these statements.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_