

Virgin Islands Housing Authority

St. Thomas/St. John
 P.O. Box 7668
 402 Estate Anna's Retreat
 St. Thomas, VI 00801
 (340) 777-VIHA (8442)
 (340) 775-0832 (Fax)
 (340) 777-7725 (TDD)



St. Croix
 P.O. Box 1349, Kingshill
 #5 Estate Bethlehem
 St. Croix, VI 00851
 (340) 778-VIHA (8442)
 (340) 773-3054 (Fax)
 (340) 778-5245 (TDD)

EMPLOYMENT APPLICATION

Federal and territorial laws prohibit discrimination in employment practice on account of race, creed, color, national origin, ancestry, sex, age, marital status, veteran status, handicap or disability.

(PLEASE PRINT)

Last Name	First Name	Middle Initial
Mailing Address		Street Address
Telephone Number(s)		Social Security Number
Position(s)		Date
How Did You Learn About The Position? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____		

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

Have you ever filed an application with the Authority before? Yes No

If Yes, give date

Have you ever been employed with us before? Yes No

If Yes, give date

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available to work?

Are you available to work Full Time Part Time Temporary

Can you travel if your job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

EDUCATION

School Name and Location	Elementary School					High School				Undergraduate College/University				Graduate/Professional			
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities.																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any FOREIGN language(s) you can speak, read and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

REFERENCES

Give name, address and telephone number of three (3) references who are NOT related to you and are not previous employers.
1.
2.
3.

Have you ever had any job-related training in the United States Military? Yes No
 If Yes, please describe _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying? Yes No

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap, disability or other protected status.

1	Employer	Dates Employed		Principal Duties
		From	To	
	Address			
	Telephone Number(s)	Hourly/Annual Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason For Leaving			
2	Employer	Dates Employed		Principal Duties
		From	To	
	Address			
	Telephone Number(s)	Hourly/Annual Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason For Leaving			
3	Employer	Dates Employed		Principal Duties
		From	To	
	Address			
	Telephone Number(s)	Hourly/Annual Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason For Leaving			
4	Employer	Dates Employed		Principal Duties
		From	To	
	Address			
	Telephone Number(s)	Hourly/Annual Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason For Leaving			

SPECIAL SKILLS &/OR AFFILIATIONS

Summarize special skills and/or affiliations acquired from previous employment or experience.

APPLICANT'S CERTIFICATION

<p>I hereby certify that the responses given in this application are true and correct to the best of my knowledge and recollection. These responses may be investigated as necessary to determine eligibility or qualifications for employment.</p> <p>I understand that applications are active twelve (12) months and applicants should update applications at least twelve (12) months or sooner if there are any changes.</p> <p>I understand that deliberate misrepresentation of information in connection with this application or at any other time during the selection or employment process may be grounds for dismissal.</p>	
<p>_____ Signature of Applicant</p>	<p>_____ Date</p>