

Housing Authority of the City of Raleigh

900 Haynes Street, Raleigh, NC 27604

GENERAL APPLICATION FOR EMPLOYMENT (Administrative)

To be considered for employment, applicants must answer **all** questions and complete **all** sections of the general application. Failure to complete this application in its entirety may result in the removal of the applicant from consideration for employment. Applicants will receive consideration on the basis of occupational qualifications, education, and character without regard to age, sex, race, creed, color, religion, national origin, disability, genetic information, political or labor affiliation, or veteran status.

PLEASE PRINT OR TYPE

Date of application: _____

I.

| | |
|------------------------------------|--|
| POSITION APPLIED FOR: _____ | Limit one position per application. |
|------------------------------------|--|

| | | | | | |
|------------------|----------|---------------|----------------|----------------------------------|----------------|
| Last Name | | First | | Middle | |
| Present Address | | | City | | County |
| State | Zip Code | Email address | | Phone (where you can be reached) | Business Phone |
| Previous Address | | | City/State/Zip | | County |

Are you a U.S. citizen and/or legally authorized to work in the U.S.? Yes No

Are you now or have you ever been employed by the Raleigh Housing Authority? Yes No

If yes, position held? _____ Dates of employment: _____

Are you related by blood or marriage to any person working for the Housing Authority? Yes No

If yes, give the names and relation to you: _____ / _____

How were you referred to us? _____

Check the types of work you will accept: Full-time Part-time Temporary Any of the preceding

If you are not available for work now, enter the earliest date you could begin (mo/day/yr): ___/___/___ Salary expected: _____

May inquiry be made of your present employer regarding your character, qualifications, etc? Yes No

Have you ever been dismissed or forced to resign from any position? Yes No

If yes, explain (attach additional sheet if needed): _____

Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.) Yes No

If yes, explain (attach additional sheet if needed): _____

II.

SPECIAL REQUIREMENTS

Some positions require the employee to take a pre-employment drug test or physical, hold a valid N.C. Driver's License and/or use a private automobile to perform major duties and responsibilities.

Are you willing to take a pre-employment physical or blood test? Yes No

Do you have reliable transportation? Yes No

Do you have a valid N.C. Driver's License? Yes No

License Number _____ Expiration Date _____

III.

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|------------------|
| EDUCATION |
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Circle highest grade completed: 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4
 Under S/Q hours, list the hours of credit received and if they were semester (S) or quarter (Q) hours.

| Schools (Name / City / State) | Grad? | S/Q Hours Course of Study | Type of Degree/Diploma |
|---|-------|------------------------------|---------------------------|
| High School | | | |
| College(s) University(ies) | | | |
| Graduate or Professional | | | |
| Other educational, vocational schools, internships, etc. | | | |

Current professional status: (List fields of work for which you have been registered)

Registration: _____ State: _____ No. _____

Registration: _____ State: _____ No. _____

Licenses and certifications (List, giving sources of issuance, and expiration dates): _____

List special qualifications and skills you possess which are related to the position for which you are applying: (Also complete the Maintenance Addendum or Administrative Addendum) _____

IV.

WORK HISTORY: Answer all items for each period of employment. Begin with your current or last employer. Provide **all** work history. Attach additional sheets if necessary to show all work history. **Referring to an attached résumé does not constitute completion of this section and may result in the applicant being removed from consideration for employment at RHA.**

| | | | | | | | | |
|--|-------|--|--------------------|---|--|---------------------|--|------------------------|
| 1. Current or Last Employer: | | | | Address: | | | | |
| Job Title: | | | Supervisor's Name: | | | Telephone Number: | | No. Supervised by you: |
| Date Employed (mo/yr): | | Starting Salary: \$ _____ per _____ | | Ending or Current Salary: \$ _____ per _____ | | Reason for Leaving: | | |
| Date Separated (mo/yr): | | List major duties in order of their importance in the job: _____ _____ | | | | | | |
| Full Time | Years | Months | | | | | | |
| Part Time | Years | Months | | | | | | |
| If part time, number of hours worked per week: | | | | | | | | |

| | | | | | | | | |
|--|-------|--|--------------------|---|--|---------------------|--|------------------------|
| 2. Employer: | | | | Address: | | | | |
| Job Title: | | | Supervisor's Name: | | | Telephone Number: | | No. Supervised by you: |
| Date Employed (mo/yr): | | Starting Salary: \$ _____ per _____ | | Ending or Current Salary: \$ _____ per _____ | | Reason for Leaving: | | |
| Date Separated (mo/yr): | | List major duties in order of their importance in the job: _____ _____ | | | | | | |
| Full Time | Years | Months | | | | | | |
| Part Time | Years | Months | | | | | | |
| If part time, number of hours worked per week: | | | | | | | | |

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|--|--|---------------------------|---------------------|-------------------|------------------------|
| 3. Employer: | | | Address: | | |
| Job Title: | | Supervisor's Name: | | Telephone Number: | No. Supervised by you: |
| Date Employed (mo/yr): | Starting Salary: | Ending or Current Salary: | Reason for Leaving: | | |
| | \$ per | \$ per | | | |
| Date Separated (mo/yr): | List major duties in order of their importance in the job: | | | | |
| | | | | | |
| Full Time | Years | Months | | | |
| | | | | | |
| Part Time | Years | Months | | | |
| | | | | | |
| If part time, number of hours worked per week: | | | | | |

| | | | | | |
|--|--|---------------------------|---------------------|-------------------|------------------------|
| 4. Employer: | | | Address: | | |
| Job Title: | | Supervisor's Name: | | Telephone Number: | No. Supervised by you: |
| Date Employed (mo/yr): | Starting Salary: | Ending or Current Salary: | Reason for Leaving: | | |
| | \$ per | \$ per | | | |
| Date Separated (mo/yr): | List major duties in order of their importance in the job: | | | | |
| | | | | | |
| Full Time | Years | Months | | | |
| | | | | | |
| Part Time | Years | Months | | | |
| | | | | | |
| If part time, number of hours worked per week: | | | | | |

| | | | | | |
|--|--|---------------------------|---------------------|-------------------|------------------------|
| 5. Employer: | | | Address: | | |
| Job Title: | | Supervisor's Name: | | Telephone Number: | No. Supervised by you: |
| Date Employed (mo/yr): | Starting Salary: | Ending or Current Salary: | Reason for Leaving: | | |
| | \$ per | \$ per | | | |
| Date Separated (mo/yr): | List major duties in order of their importance in the job: | | | | |
| | | | | | |
| Full Time | Years | Months | | | |
| | | | | | |
| Part Time | Years | Months | | | |
| | | | | | |
| If part time, number of hours worked per week: | | | | | |

| | | | | | |
|--|--|---------------------------|---------------------|-------------------|------------------------|
| 6. Employer: | | | Address: | | |
| Job Title: | | Supervisor's Name: | | Telephone Number: | No. Supervised by you: |
| Date Employed (mo/yr): | Starting Salary: | Ending or Current Salary: | Reason for Leaving: | | |
| | \$ per | \$ per | | | |
| Date Separated (mo/yr): | List major duties in order of their importance in the job: | | | | |
| | | | | | |
| Full Time | Years | Months | | | |
| | | | | | |
| Part Time | Years | Months | | | |
| | | | | | |
| If part time, number of hours worked per week: | | | | | |

**AREAS OF EXPERIENCE AND PROFICIENCY
ADMINISTRATIVE SKILLS ADDENDUM**

Please complete the following section to indicate your experience level with skills in Excel, Word, and PowerPoint as applicable to the skills required for the position for which you are applying. If experience using these software programs is not listed as a requirement in the job posting to which you are responding, completion of the skills experience checklist below for that software program is not required. For example, if experience with Word and Excel are listed as requirements in the job posting but PowerPoint is not, you do not need to complete the PowerPoint section below.

Note that knowledge of a skill does not constitute experience in using a skill. Please check the box that accurately describes your experience using each skill based on the following definitions of skill level:

(None) I don't know how to use the skill.

(Beginner) I have very little experience performing the skill.

(Intermediate) I have performed this skill before and would be comfortable performing it again.

(Advanced) I have used this skill on a regular basis and am very proficient with the skill.

| A | EXCEL SKILLS | None | Beginner | Intermediate | Advanced |
|-----|---|------|----------|--------------|----------|
| 1. | Adding print titles including headers and footers and making rows and columns print on each page. | | | | |
| 2. | Adding totals and subtotals to a worksheet. | | | | |
| 3. | Changing alignment of data and/or text direction within a cell. | | | | |
| 4. | Converting an Excel spreadsheet to a PDF document. | | | | |
| 5. | Copying and pasting a worksheet within a workbook or to a new workbook. | | | | |
| 6. | Create a spreadsheet for use with a Word doc formatted for mail merging forms, envelopes, or labels. | | | | |
| 7. | Creating a split window for viewing a spreadsheet. | | | | |
| 8. | Creating bar, pie, line and other charts from data entered into an Excel Spreadsheet. | | | | |
| 9. | Creating pivot tables for analyzing large amounts of data. | | | | |
| 10. | Cutting, pasting, and moving data within a worksheet. | | | | |
| 11. | Filtering data using the Excel filter function. | | | | |
| 12. | Formatting cells for dates, dollars, percentages, text, and custom numbers such as social security numbers, telephone numbers, etc. | | | | |
| 13. | Freezing panes for viewing a spreadsheet. | | | | |
| 14. | Importing both delimited and non-delimited text files to Excel for conversion to a spreadsheet. | | | | |
| 15. | Insert a comment into a cell. | | | | |
| 16. | Inserting and/or renaming a workbook within a spreadsheet. | | | | |
| 17. | Linking cells between worksheets. | | | | |
| 18. | Merge cells and wrap text. | | | | |
| 19. | Once imported, converting both delimited and non-delimited text files to spreadsheet format using Text to Columns. | | | | |
| 20. | Opening an existing spreadsheet, creating a new spreadsheet, saving an existing spreadsheet, and saving an existing spreadsheet as a new document in Excel. | | | | |
| 21. | Resizing cells in a worksheet and changing column and row width and height. | | | | |
| 22. | Setting or changing the print area and previewing the printed spreadsheet. | | | | |
| 23. | Showing gridlines when printing a document. | | | | |
| 24. | Showing row and column headings when printing a document. | | | | |
| 25. | Sorting data using the Excel sort function. | | | | |
| 26. | Using advanced formulas such as SUMIF, COUNTIF, SUMPRODUCT, etc. to compile and analyze data. | | | | |
| 27. | Using conditional formatting to highlight a cell based on the information entered. | | | | |
| 28. | Using Format Painter to copy and paste only the format of text or an object. | | | | |
| 29. | Using formulas such as SUM, AVERAGE, COUNT, MIN, and MAX, etc. | | | | |
| 30. | Using formulas such as Vlookup to pull data from one worksheet to another. | | | | |
| 31. | Using Help to figure out a new skill, formula, or other information in Excel. | | | | |
| 32. | Using nested IF formulas to analyze data. | | | | |
| 33. | Using relative and absolute references in formulas (\$ or not). | | | | |
| 34. | Using spell check, the thesaurus, the dictionary, and other reference tools. | | | | |
| 35. | Using the Find and Replace features in Excel. | | | | |
| 36. | Using the internet to figure out a new skill, formula, or other information in Excel. | | | | |
| 37. | Using the Paste Special options in Excel to paste comments only, values only, formulas only, or transpose data. | | | | |
| 38. | Please describe the training you received or how you gained your "Advanced" or "Intermediate" skills (on the job training, college courses, etc.) | | | | |
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| B | WORD SKILLS | None | Beginner | Intermediate | Advanced |
|----------|---|-------------|-----------------|---------------------|-----------------|
| 1. | Accessing the Help menu to learn about new skills. | | | | |
| 2. | Changing line spacing within and between paragraphs. | | | | |
| 3. | Changing the alignment of text including centering, aligning left or right, and justifying. | | | | |
| 4. | Changing the font size, type, and color. | | | | |
| 5. | Changing the margins, page size, and page layout in a document. | | | | |
| 6. | Creating a form in Word that links to an Excel spreadsheet for mail merging letters, forms, labels or envelopes. | | | | |
| 7. | Creating a letter in Word. | | | | |
| 8. | Creating a numbered list or a bullet list. | | | | |
| 9. | Creating a table of contents from an outlined Word document. | | | | |
| 10. | Creating and printing envelopes and labels in Word. | | | | |
| 11. | Cutting and pasting text and other objects. | | | | |
| 12. | Drawing shapes, lines, and arrows. | | | | |
| 13. | Highlighting, bolding, italicizing, and underlining text. | | | | |
| 14. | Inserting a table, text box, object, or picture into a Word document. | | | | |
| 15. | Inserting headers and footers including titles, document references, page numbers, etc. on each page of a document. | | | | |
| 16. | Inserting separate formatting sections into a Word document to allow for different margin sizes, different headers and footers, and different page numbering within one document. | | | | |
| 17. | Inserting symbols into a document. | | | | |
| 18. | Opening an existing document, creating a new document, saving an existing document, or saving an existing document as a new document. | | | | |
| 19. | Using Format Painter to copy and paste only the format of text or an object. | | | | |
| 20. | Using spell check, the thesaurus, the dictionary, and other reference tools. | | | | |
| 21. | Please describe the training you received or how you gained your "Advanced" or "Intermediate" skills (on the job training, college courses, etc.) | | | | |
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| C | POWERPOINT SKILLS | None | Beginner | Intermediate | Advanced |
|----------|---|-------------|-----------------|---------------------|-----------------|
| 1. | Accessing the Help menu to learn about new skills. | | | | |
| 2. | Adding animation to slides. | | | | |
| 3. | Adding headers and footers to slides including page numbers, document references, etc. | | | | |
| 4. | Adding notes seen by the presenter only to a slide | | | | |
| 5. | Changing page size and orientation. | | | | |
| 6. | Creating a new PowerPoint presentation. | | | | |
| 7. | Creating charts and tables for viewing on slides of a presentation. | | | | |
| 8. | Cutting and pasting text, data, objects, or pictures. | | | | |
| 9. | Drawing shapes, lines, and arrows. | | | | |
| 10. | Formatting text size, font type, alignment, color, and spacing. | | | | |
| 11. | Inserting charts, objects, and pictures on slides. | | | | |
| 12. | Inserting headings and bullets on slides. | | | | |
| 13. | Inserting new slides into an existing presentation. | | | | |
| 14. | Printing slides and handouts. | | | | |
| 15. | Running the slide show including starting a slide show and moving from slide to slide. | | | | |
| 16. | Using and applying existing slide presentation designs in PowerPoint. | | | | |
| 17. | Using spell check, the thesaurus, the dictionary, and other reference tools. | | | | |
| 18. | Using the slide sorter to manipulate slide order. | | | | |
| 19. | Please describe the training you received or how you gained your "Advanced" or "Intermediate" skills (on the job training, college courses, etc.) | | | | |
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| Certification of Applicant | |
|--|------------|
| <p>I certify that the information provided on the General Application for Employment, including this document and any inserts and/or an attached resume, is true, accurate and complete. If employed, any misrepresentation, falsification or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Furthermore, The Housing Authority of the City of Raleigh has my permission to check references and verify all the information I have provided. I authorize my former employers, schools and other educational institutions I have attended to release my records and to discuss my performance with representatives of the Housing Authority of the City of Raleigh who are investigating my background.</p> | |
| Print Name _____ | |
| Signature _____ | Date _____ |