



Neighborhood Housing Services of Birmingham, Inc
 601 19th Street North
 Birmingham, Alabama 35203
 Offc: 205-328-4292 Fax: 205-328-1057

Employment Application

Position Applying For: _____ Date _____

Name: Last _____ First _____ Middle _____

Address _____

City _____ State _____ Zip Code _____

Social Security Number _____ Telephone Number _____

Are you legally eligible for employment in the U.S.A Yes No

I am seeking Permanent employment Yes No

Work (which shift) _____ Work Overtime _____

Are you able to perform the essential functions of the position with or without accommodations? Yes No

Military Services Yes No
 Duty/ Specialized Training _____

Education	Yrs Completed	Field of Study	Graduate or College
High School:			
College/University:			
Business/Technical:			
Other :			

References: List two personal references who are not relatives or former supervisors.

 Name Address Telephone Occupation Years Known

 Name Address Telephone Occupation Years Known



Employment Continued

Previous Employer: Name and Address	Position Titles/Duties/ Skills	Dates Employed	
		From	To

Reason for leaving

Supervisors Name: Telephone#

Employer Name and Address	Position Titles/Duties/ Skills	Dates Employed	
		From	To

Reason for leaving

Supervisors Name: Telephone#

Employer Name and Address	Position Titles/Duties/ Skills	Dates Employed	
		From	To

Reason for leaving

Supervisors Name: Telephone#



Types of computers, other electronics or mechanical equipment you are qualified to operate or repair: _____

Typing/ Key speed _____

Professional License, Certifications or Registrations:

Additional skills including supervision skills. Other languages, or information regarding the career/occupation you wish to bring to the employer's attention

In case of Emergency please contact:

Name _____ Phone/Cell Phone _____
Address _____
Relationship _____

Information to the applicant: As part of our procedure for processing your employment application, your personal and employment references will be checked. If you have misrepresented or omitted any facts of this application, and are subsequently hired, you may be discharged from your job.

If necessary for employment, you may be required to supply your birth certificate, or other proof of authorization to work in the US, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its items.

I understand and agree to the information shown above.

Signature _____ Date _____

Equal Employment Opportunity: While many employers are required by Federal Law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race, and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

Employers Section: