



# PEOPLES' SELF-HELP HOUSING CORP. EMPLOYMENT APPLICATION

Return Application to:

**Mail:** **Email:** hr@pshhc.org  
**Attention - Human Resources** **Phone:** (805) 781-3088  
**3533 Empleo St.**  
**San Luis Obispo, CA 93401** **Fax:** (805) 544-1901

### INSTRUCTIONS TO THE APPLICANT:

PLEASE LEGIBLY PRINT OR TYPE ALL INFORMATION REQUESTED EXCEPT FOR SIGNATURE. KEEP A COPY OF THE APPLICATION IF YOU REQUIRE ONE. ONCE SUBMITTED, THE APPLICATION AND ATTACHED DOCUMENTS BECOME THE PROPERTY OF PEOPLES' SELF-HELP HOUSING.

Please print or type:

<b>Position Applying for:</b>	<b>Date:</b>
<b>Date you can start:</b>	<b>Desired Salary:</b>

<b>First Name</b>	<b>Middle Initial</b>	<b>Last Name</b>
<b>Street Address</b>		<b>Home Phone Number</b> (    )    (    )
<b>City, State &amp; Zip</b>		<b>Message/Work Phone</b> (    )    (    )
		<b>Email Address</b>

### RELATED SKILLS & ABILITIES • Indicate skills & abilities you possess that are related to the position for which you are applying.

<b>Typing Speed</b> _____ WPM	<b>Word Processing Experience</b> _____ months OR _____ years	<b>Computer Programming Software/Languages</b>
<b>Word Processing Software</b>		<b>Computer Operating Systems / Hardware</b>
<b>Other Skills &amp; Abilities</b> (such as interpreting or other language skills; spreadsheet, database, and other computer software; relevant office equipment)		<b>What foreign languages do you speak/write fluently?</b>
		<b>Licenses/Certificates</b> (Attach copy if required for position; Indicate type, state, class/level, and expiration date.)

Answer (X) "yes" or "no" to each question below:	YES	NO	FURTHER INSTRUCTIONS
1) Are you 18 years of age or older?			1b) If "no," a work permit is required at time of employment.
2) Can you, after employment, submit verification of your legal right to work in the United States?			
3) Do you have any close relative(s) employed at Peoples' Self-Help Housing Corp. or The Duncan Group?			3b) If "yes," indicate name & relationship of relative(s):
4) Have you ever been dismissed from employment?			4b) If yes, please explain.
5) Have you ever applied to this company before?			5b) If yes, when?
6) Can you perform the essential functions of this position with or without accommodations?			
7) How did you hear about this position?			

**EMPLOYMENT HISTORY**

- A resume may accompany this form but will not be accepted in lieu of completion of this form.
- Include all employment, military, and relevant volunteer experience within the last 10 years (more if needed to qualify) beginning with your current or most recent employer. Additional qualifying or related experience may be listed on a separate sheet with your name.

May we contact your present employer?  YES  NO  
 May we contact your previous employers?  YES  NO

May we contact you at work?  YES  NO

<b>EMPLOYER #1: Organization/Company Name</b>	<b>Job Title &amp; Department</b>	<b>Average # Hours per Week</b>
<b>Employer's Address</b>		<b>Dates of Employment (Mo/Yr)</b> From: To:
<b>Immediate Supervisor &amp; Telephone Number</b>	<b>Reason for Leaving</b>	
<b>Job Duties</b>		
<b>EMPLOYER #2: Organization/Company Name</b>	<b>Job Title &amp; Department</b>	<b>Average # Hours per Week</b>
<b>Employer's Address</b>		<b>Dates of Employment (Mo/Yr)</b> From: To:
<b>Immediate Supervisor &amp; Telephone Number</b>	<b>Reason for Leaving</b>	
<b>Job Duties</b>		
<b>EMPLOYER #3: Organization/Company Name</b>	<b>Job Title &amp; Department</b>	<b>Average # Hours per Week</b>
<b>Employer's Address</b>		<b>Dates of Employment (Mo/Yr)</b> From: To:
<b>Immediate Supervisor &amp; Telephone Number</b>	<b>Reason for Leaving</b>	
<b>Job Duties</b>		
<b>EMPLOYER #4: Organization/Company Name</b>	<b>Job Title &amp; Department</b>	<b>Average # Hours per Week</b>
<b>Employer's Address</b>		<b>Dates of Employment (Mo/Yr)</b> From: To:
<b>Immediate Supervisor &amp; Telephone Number</b>	<b>Reason for Leaving</b>	
<b>Job Duties</b>		
<b>EMPLOYER #5: Organization/Company Name</b>	<b>Job Title &amp; Department</b>	<b>Average # Hours per Week</b>
<b>Employer's Address</b>		<b>Dates of Employment (Mo/Yr)</b> From: To:
<b>Immediate Supervisor &amp; Telephone Number</b>	<b>Reason for Leaving</b>	
<b>Job Duties</b>		

**EDUCATION**

Name of High School Attended	City/State of High School Attended	Highest grade level completed (1 - 12, or GED)
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**COLLEGES AND UNIVERSITIES**

Name of College/University #1	City and State of College/University		
Major/Concentration	Degree/Certificate Objective	Year Degree/Certificate Conferred	
Name of College/University #2	City and State		
Major/Concentration	Degree/Certificate Objective	Year Degree/Certificate Conferred	

**BUSINESS, TRADE, VOCATIONAL, TECHNICAL, AND MILITARY SCHOOLS**

Name of School/Institution #1	City and State of School		
Major/Concentration	Degree/Certificate Objective	Year Degree/Certificate Conferred	
Name of School/Institution #2	City and State		
Major/Concentration	Degree/Certificate Objective	Year Degree/Certificate Conferred	

**QUALIFICATIONS SUMMARY**

- Briefly describe how your experience, skills, knowledge, and abilities (including any apprenticeships) qualify you for this position.

<b>REFERENCES • List at least three persons not related to you who can attest to your professional abilities and character</b>		
<b>Name</b>	<b>Occupation/Relation</b>	<b>Telephone No. (w/area code)</b>
<b>Street Address, City</b>		<b>Email Address</b>
<b>Name</b>	<b>Occupation/Relation</b>	<b>Telephone No. (w/area code)</b>
<b>Street Address, City</b>		<b>Email Address</b>
<b>Name</b>	<b>Occupation/Relation</b>	<b>Telephone No. (w/area code)</b>
<b>Street Address, City</b>		<b>Email Address</b>
<b>Name</b>	<b>Occupation/Relation</b>	<b>Telephone No. (w/area code)</b>
<b>Street Address, City</b>		<b>Email Address</b>
<b>AVAILABILITY • Check type of employment for which you are available</b>		
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary		
<b>OTHER</b>		
In case of emergency, notify (name, address and phone number)		

**By signing below:** I hereby certify that all statements made on this application and all other documents I have submitted in support of my application are true and complete to the best of my knowledge. I understand that my stated pre-employment qualifications are subject to verification and I hereby authorize Peoples' Self-Help Housing to confirm any information provided. I understand that any falsification or deliberate omission of fact on my application materials may be cause for termination. Peoples' Self-Help Housing only hires individuals lawfully authorized to work in the U.S. If hired, I agree to provide proof of my identity and work authorization as required by the Immigration Reform and Control Act of 1986. If hired, I agree to abide by all policies and procedures established by Peoples' Self-Help Housing.

Any offer of employment I may receive from Peoples' Self-Help Housing is contingent upon my successful completion of the company's total preemployment screening process, including the company's receiving references that it considers satisfactory, and my satisfactory completion of any post-offer preemployment medical examination that the company may require.

Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: a rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of my continuing employment. I further understand that this is an application for employment and that no employment contract is being offered.

I recognize that employment at Peoples' Self-Help Housing is "at will", which means either Peoples' Self-Help Housing or I may terminate my employment at anytime with or without cause or notice. I understand that Peoples' Self-Help Housing retains the sole discretion to modify compensation and benefits, position duties and other terms and conditions of employment, and the right to impose discipline including suspension and demotion, at its sole discretion.

\_\_\_\_\_  
**Applicant's Signature**

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

Peoples' Self-Help Housing considers all applicants for employment without regard to race, color, religion, sex, national origin, age, handicap or disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, Peoples' Self-Help Housing complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. Peoples' Self-Help Housing also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the American with Disabilities Act and applicable state and local laws.