



# PHILADELPHIA REDEVELOPMENT AUTHORITY

## Application for Employment



**Instructions:** Print or type all sections of this application carefully. Your completed application will be used to examine your qualifications for a position with the Philadelphia Redevelopment Authority (PRA). A misstatement of material facts may be used as grounds for not employing you or for termination of employment after you have been hired.

PRA is committed to providing equal employment opportunities for all applicants and employees regardless of race, color, religion, sex, age, national origin, citizenship status, disability, genetic information or veteran status. Equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits. In all hiring and employment practices, PRA provides reasonable accommodations to qualified employees and applicants with disabilities unless the accommodation will create an undue hardship for PRA. To comply with the federal Immigration Reform Act, all new hires must complete appropriate sections of the federal Department of Homeland Security's Form I-9, and provide documents, which are listed on the form, that establish identity and employment eligibility within three business days of the date employment begins, or are subject to termination.

<b>Date</b>	<b>Position Applied For</b>
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### PERSONAL

<b>Last Name, First, Middle</b>	
<b>Street Address</b>	<b>Daytime Telephone</b>
<b>City, State, Zip</b>	<b>Evening Telephone</b>
<b>Have you ever been employed with PRA?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date available to work</b>
<b>If yes, employment dates: From _____ To _____ Position: _____</b>	

### GENERAL

Are you authorized to work in the United States?.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a veteran of the U.S. military?.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• If yes, please indicate branch _____, discharge date _____, and type of discharge _____.		
Are you at least 18 years of age?.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• If under 18 years of age, are you able to submit working papers for employment?.....		
Do you have relatives employed by PRA?.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• If yes, please list their name(s) and relationship to you. _____		
_____		
Have you previously applied for a position at PRA?.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you fluent in any language(s) other than English?.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• If yes, please state the language(s). _____		
_____		
Have you previously worked or attended school under another name?.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• If yes, please state the school/job affected and other name used. _____		
_____		
Some positions require a valid driver's license. If the position for which you are applying requires a driver's license, do you have a valid license?.....		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## EDUCATION

NAME OF SCHOOL	NAME AND ADDRESS OF SCHOOL	MAJOR	# YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/ Trade/ Technical School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Undergraduate College/University				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No	

ALL EDUCATION IS SUBJECT TO VERIFICATION

## Technical Skills, Licenses, and Certificates

*Please state any and all that may be relevant to the position for which you are applying:*


## Memberships in Professional or Civic Organizations

*Exclude those which may disclose your race, color, religion, national origin, sex, age or disability.*


# EMPLOYMENT

## ALL PREVIOUS EMPLOYMENT IS SUBJECT TO VERIFICATION

Please give complete information. A resume may be attached, but cannot be substituted for required information. Begin with your current or most recent employer. Include military and volunteer activities. Account for all periods of unemployment.

<b>Employer</b>	<b>Telephone</b>
<b>Address</b>	<b>Employment Dates</b> (Month/Year) From ____ / ____ To ____ / ____
<b>Supervisor's Name &amp; Title</b>	<b>Salary</b> Starting \$ _____ per _____ Ending \$ _____ per _____
<b>Job Title and brief description of duties and responsibilities</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer _____ _____ _____	<b>Reason for Leaving</b>

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May we contact your present employer at this time to verify employment and qualifications? Yes  No   
If no, an employment verification will be required if you are selected.

## APPLICANT CERTIFICATIONS

I understand that nothing in this application creates an employment contract or relationship. I also understand that if hired by the Philadelphia Redevelopment Authority (PRA), my employment can be terminated at any time at the option of the PRA or myself.

I certify that I have provided information, which to the best of my knowledge, is truthful and accurate. I understand that deliberate falsifications or significant omissions will be grounds for denying or terminating employment with PRA.

I agree to allow PRA to contact the people I have listed as references on this application; specifically schools regarding academic records, past and present employers regarding employment history, and the Department of Motor Vehicles regarding driving record. I also agree not to hold any references listed on this application liable for damages relating to any truthful information they provide regarding my qualifications for employment with PRA.

I understand that residency within the City of Philadelphia is required of all PRA employees within 6 months of completing an introductory period of employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date



# PHILADELPHIA REDEVELOPMENT AUTHORITY

## Applicant Equal Employment Opportunity Survey



**Instructions:** The Philadelphia Redevelopment Authority (PRA) is an equal opportunity employer. As part of our efforts to ensure fair treatment to all applicants, this form will only be used for evaluating hiring practices and in preparing statistical reports. **Submission of this information by you is voluntary and confidential.** It will not be used to make hiring decisions. If you choose not to provide some or all of this information, you will not be subject to any negative or adverse treatment. When we receive this form, we will immediately place it in a confidential file, separate from your application.

<b>Name</b>	<b>Date</b>
<b>Position(s) Applied For</b>	<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female

### RACE/ETHNICITY

- American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition
  
- Asian/Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands including, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa
  
- Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa
  
- Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race
  
- White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East

### DISABILITY STATUS

*You are not required to disclose information about any physical or mental limitation, whether or not you believe it will interfere with your capability to perform the essential functions of the position you are seeking. If you want PRA to consider any request for special arrangements to accommodate any physical or mental impairment(s), describe the functional limitations that result and suggest the type of accommodation(s) that you believe would be appropriate.*

**Do you have a disability?**       Yes       No

If yes, define your disability below. If you need more space, please use the back of this form. If you are unable to complete this form, but wish to identify a disability, please advise the Human Resources Office.

### RECRUITMENT SURVEY

Please tell us how you heard about the position for which you are applying (select only one):

- |  |  |
|--|--|
| <input type="checkbox"/> Newspaper _____<br><input type="checkbox"/> PRA Website _____<br><input type="checkbox"/> Other Website _____ | <input type="checkbox"/> Trade Publication _____<br><input type="checkbox"/> Employee Referral _____<br><input type="checkbox"/> Walk-in _____ |
|--|--|