

**COMANCHE NATION  
HOUSING AUTHORITY**

*"Service with Pride"*

402 S.E. "F" Ave.  
P.O. Box 1671  
Lawton, Ok 73502  
580.357.4956

**APPLICATION  
FOR  
EMPLOYMENT**

*Comanche Nation Housing Authority is an  
Equal opportunity employer*

**PERSONAL INFORMATION**

Name (Last, First, Middle):

Date:

Social Security Number:

Home Address:

City:

State:

Zip:

Home Phone:

Business Phone:

Can you prove your U.S. Citizenship? Circle one:

Yes

No

If not a U.S. Citizen, give Visa No. and Expiration Date:

Do you have a Certificate of Degree of Indian Blood? (please provide copy) \_\_\_\_\_

Tribal Affiliation: \_\_\_\_\_

Position You Are Applying For

Title:

Salary Requirement:

Referred by:

Date You Can Start:

**EDUCATION RECORD**

High School (Name, City, State):

Graduation Date:

Business or Technical School (Name, City, State):

Dates Attended:

Degree Earned:

Undergraduate College (Name, City, State):

Dates Attended:

Degree, Major:

Graduate School (Name, City, State):

Dates Attended:

Degree, Subject:

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WORK HISTORY

(GIVE INFORMATION ABOUT YOUR LAST 3 JOBS, STARTING WITH THE MOST RECENT.  
IF RESUME IS ATTACHED, PLEASE PROVIDE REASON FOR LEAVING.)

1-Employer	Dates Employed:	
Address:		
City:	State:	Zip:
Phone:	Ending Salary:	
Title/Duties:		
Manager's Name and Title:		
Reason for Leaving:		

2-Employer	Dates Employed:	
Address:		
City:	State:	Zip:
Phone:	Ending Salary:	
Title/Duties:		
Manager's Name and Title:		
Reason for Leaving:		

3-Employer	Dates Employed:	
Address:		
City:	State:	Zip:
Phone:	Ending Salary:	
Title/Duties:		
Manager's Name and Title:		
Reason for Leaving:		

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BUSINESS/PERSONAL REFERENCES  
(DO NOT LIST RELATIVES AND PREVIOUS EMPLOYERS)

1-Name:

Work Phone:

Home Phone:

Address:

City:

State:

Zip:

Relationship to You:

2-Name:

Work Phone:

Home Phone:

Address:

City:

State:

Zip:

Relationship to You:

3-Name:

Work Phone:

Home Phone:

Address:

City:

State:

Zip:

Relationship to You:

ADDITIONAL INFORMATION

List additional qualifications and skills: \_\_\_\_\_  
\_\_\_\_\_

Do you have any relative (by blood or marriage) that is currently employed with the CNHA? \_\_\_\_\_

If so, please list name of employee(s). \_\_\_\_\_

Do you currently have a valid Oklahoma driver's license? \_\_\_\_\_

Within the last five years have you been fired from any job? \_\_\_\_\_ If yes, then why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Within the last five years have you quit your job after being notified of termination? \_\_\_\_\_

Have you been convicted of a felony, if yes,  
explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE READ AND SIGN

Review carefully before signing. A false answer to any question of this application may be grounds for non-selection for the position applied for, or dismissal if offered employment. All of the information provided will be considered in reviewing this application and is subject to investigation.

Release of Information:

I authorize the Comanche Nation Housing Authority to make inquiries concerning personal information to assist in the evaluation of my qualifications and experience. This signed authorization hereby releases any and all liability to all concerned and I bear full responsibility as to the contents herein obtained. This is also an authorization to release information to future potential employers.

Furthermore, I hereby certify that all of the statements made are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

**FAIR CREDIT REPORTING ACT DISCLOSURE AND AUTHORIZATION STATEMENT**

PLEASE READ CAREFULLY BEFORE SIGNING BELOW

For the purpose of evaluating my application for employment with **Comanche Nation Housing Authority**, I understand that the company may obtain or have prepared a consumer report or investigative consumer report concerning my prior employment, military record, education, credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, criminal background record, or mode of living.

I understand that upon written request to the above company, I will be informed whether an investigative consumer report was requested, and given full information as to the nature and scope of this investigation. I understand that an investigative consumer report is a report in which information concerning my character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, or associates with whom I am acquainted.

By signing below, I am authorizing the above company to obtain a consumer or investigative consumer report on me as part of the Company's screening process for employment and access authorization. During the period in which I retain access authorization, I further authorize the Company to obtain additional consumer or investigative consumer reports on me to evaluate my trustworthiness and reliability for purposes of determining continued employment.

By my signature below, I also acknowledge that the above company has provided me with a summary of my rights under the Federal Fair Credit Reporting Act (attached copy prepared by the Federal Trade Commission).

**I have read and understand this Consent and authorize the above company to take such actions as are described herein.**

\_\_\_\_\_  
***Applicant's Full Printed Name***

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

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

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

***Applicant's Date of Birth*** \_\_\_\_\_

\*\*Attached is a summary of your rights under the Fair Credit Reporting Act as prepared by the Federal Trade Commission. Please retain a copy for your records.

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. §§ 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, or employment – must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

You can find out what is in your file. At your request a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and the plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs – to which it has provided the data – of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.

Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address, and phone number of the information source.

You can dispute inaccurate items with the source of the information. If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord, or other business.

Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.