



Important Information for Applicants - Please Read Carefully

This application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). **We must have a complete address and phone number for all present and previous employers.**

The Broward County Housing Authority (BCHA) accepts applications for employment during regular operating hours, Monday through Friday. All applications submitted are kept active for a period of one (1) year. Please submit your resume, letters of reference, diplomas, etc., with your completed application.

The BCHA only hires citizens and aliens who are authorized to work in the United States. Verification will be required. All prospective employees will be required to produce a Social Security card before being appointed to a BCHA position, or being allowed to start work. **All prospective employees should possess a valid Florida driver's license.**

When utilizing educational credentials to qualify, a copy of your college diploma or vocational/trade school certificate must be submitted with the application.

Upon selection for employment, background investigations will be conducted. **Misrepresentation of facts on your application will be considered cause for termination of employment.**

This is to notify you as an applicant that the BCHA maintains a drug-free workplace. If you are offered a position with BCHA, you may be subject to a pre-employment drug test.

Applicants claiming veteran's preference must attach documentation (form DD-214 or equivalent) to the application.

If you need an accommodation in order to participate in the application/selection process, please notify the human resources department. It is the equal employment opportunity policy of the BCHA not to discriminate against any applicant because of race, color, religion, sex, age, national origin, disability, marital status, sexual orientation or political affiliation. **PLEASE DO NOT INCLUDE THESE DIRECTIONS WITH YOUR APPLICATION.**

Social Security Number Collection Disclosure

Please be advised that pursuant to Section 119.071(5)(a)2.a., Florida Statutes, the Broward County Housing Authority (BCHA) discloses that BCHA requests your social security number for the purpose of payroll eligibility verification, processing employment benefits, applicant employee background checks, and income reporting, and that your social security number will be used solely for these purposes.