

# ***SWANSEA HOUSING AUTHORITY***

## **Employment Policy**

All positions for employment with the Swansea Housing Authority will be advertised in news media that will reach women, minorities and the disabled.

All advertisements for employment shall state the Swansea Housing Authority as an "Equal Opportunity Affirmative Action Employer".

All applicants for employment will be required to submit a resume to the Managing Agent within the time frame published in the advertisement.

Successful applicants **may** be subject to the review and approval of the Board of Commissioners.

All maintenance employees will be required to undergo a physical examination prior to the date of employment. This examination will be done at the expense of the Swansea Housing Authority.

All applicants for employment will be required to authorize the Swansea Housing Authority to contact the Criminal History Systems Board (CORI).

Prospective employee shall initial each paragraph and then sign the Personnel Policies which acknowledges he/she is fully aware of the Swansea Housing Authority policy.

Employees are required to adhere to our drug policy and to sign the same.

ADOPTED BY THE BOARD:  
October 6, 2015