

Housing Authority of the County of Merced



invites your interest in the position of
Finance Officer



THE COMMUNITY

Geographically, Merced County (pop. 256,778) is located in the heart of the San Joaquin Valley, the world's most productive agricultural area, and spans from the coastal ranges to the foothills of Yosemite National Park. Agricultural related industries are a major source of employment, along with food processing, retailing, and light manufacturing. The County of Merced is known as the "Gateway to Yosemite." The City of Merced is the County seat and is the largest of six incorporated cities, with a population of 80,608. Merced offers a small community atmosphere, residential neighborhoods characterized by wide, tree-lined streets, and an affordable housing market, and the recently opened 10th campus of the University of California. Merced has an excellent school system, including a modern community college that provides cultural and social

influence to the entire county. Situated between the metropolitan areas of Fresno and Modesto, Merced allows for various cultural opportunities. With an exceptional central location in the State, coupled with good highways, in addition to train, bus and air service, Mercedians are only two hours from the San Francisco Bay Area, the picturesque seaside resorts of Santa Cruz, Monterey and Carmel. Lake Tahoe and Reno are within a four-hour drive, as is Anaheim, the famed home of Mickey Mouse at Disneyland. Residents of Merced County enjoy a variety of recreational activities including hunting, fishing, and boating. Snow skiing, back packing, and camping in the High Sierras and Yosemite National Park are all within a two-hour drive.



Merced's historic county courthouse is a recognizable part of the city skyline. Located in the center of Courthouse park in Central Merced, the building is home to the Merced County Museum.

THE HOUSING AUTHORITY

The agency has been providing quality housing for the citizens of Merced County since 1942. Over the years, the organization has grown and developed to meet the changing needs of its residents. The Housing Authority of the County of Merced is governed by a Board of seven Commissioners, including two residents of the Housing Authority. The Agency is managed by an Executive Director with 34 staff members. The primary objective of the Housing Authority of the County of Merced is to provide decent, safe and sanitary housing to low-income families at an affordable price. Our mission is to provide this housing within an environment that fosters the advancement of low-income families from a position of dependency to one of self-sufficiency. The Housing Authority is responsible for planning, financing, constructing, purchasing and managing properties using a variety of affordable housing programs. As the manager of rental properties, the Housing Authority performs all the functions of a private owner, including selection of residents, rent collection and property maintenance. In the County of Merced, the Housing Authority serves a total of 3,772 households, including 2,788 HCV Vouchers, 421 Public Housing units, 228 Migrant Farm Labor units, 50 Year Round Farm Labor units and 285 Housing Authority owned units. The Housing Authority of the County of Merced is a progressive agency, which is focused on a development oriented approach with an eye toward self sufficiency in Agency funding.

NATURE OF THE POSITION

The Finance Department is responsible for the Housing Authority's general accounting, accounts receivables/payables, payroll, internal and external financial information reporting, financial analysis, as well as grant and special funds accounting. Under the direction of the Executive Director, the Finance Officer performs highly responsible administrative work involved in the planning, coordination and management of the Housing Authority's fiscal operations. The Finance Officer assumes full management responsibility for all Finance Department services and activities including accounting, budgeting and financial planning and analysis, recommends policies and procedures for improving financial operations and internal controls.

The Finance Officer directs and coordinates the establishment of budgets for departments and programs. Insures all record-keeping tasks are properly performed in accordance with HUD regulations. Prepares and submits all HUD and REAC financial statements and required information throughout the year and at year-end within stipulated deadlines and assists external auditors in the preparation of annual fiscal statements. Insures that the Board of Commissioners financial strategies and goals are met and assists the Executive Director with Board relations and preparation of Board agenda and reports.

McDowell Manor is a 28-unit housing complex for seniors and disabled tenants located in north Merced. This is one of three senior complexes the agency operates.



The playground area of the Child Development Center located at the Merced Migrant Farmworkers Center. This is one of the four migrant centers currently operated by the Housing Authority through the state Office of Migrant Services.

THE IDEAL CANDIDATE

The Housing Authority is seeking a highly organized professional to manage and control the Housing Authority's financial resources, including a variety of federal, state and local funds, with an annual budget of \$27 million. The ideal candidate should be an effective and highly capable manager of people and multiple projects. The ideal candidate would have performed successfully at the equivalent level of a financial/fiscal officer or director for a public agency or private organization. The candidate should have experience in interpreting complex governmental regulations and policies. Performed a wide range of financial functions including complex and detailed reports and proposals. Must demonstrate knowledge of GAAP and HUD accounting and reporting requirements pertinent to a public agency and/or non-profit housing organization. Outstanding interpersonal skills and current knowledge of legislative programs and changes that may have an impact on budget and financial needs as expected.

The ideal candidate will be detail-oriented but also have the ability to grasp the big picture concepts and goals. A sophisticated understanding of government reporting requirements is strongly preferred. Candidates must have a Bachelor's Degree in Business, Public Administration, Accounting, Finance or an equivalent degree within a related field of business or accounting. A Master's Degree is desirable in the above designated fields and/or CPA certification. At least five years of increasingly responsible administrative experience in financial operations or as an accountant or an auditor with at least two years of a supervisory role is required.

COMPENSATION

The annual salary range is \$72,800 - \$114,300 and is dependent upon qualifications.

Retirement - CalPERS Retirement Plan provided

Health Plan - Variety of health plans (PPO, EOP, and HMO) with an agency contribution toward the premium.

Dental & Vision - Excellent employer paid dental (Ameritas) and vision plans (VSP). (Employee Only)

Paid Time Off - Competitive vacation accrual and additional management leave annually; 13 holidays per year; generous sick leave accrual.

Flex Work Schedule - The Agency works a 9/80 flex work schedule; closed every other Friday.

John O'Banion Learning Center provides a variety of services to residents and the local community. The services include daycare, medical clinic and employment training.



TO APPLY

Final filing date for this recruitment is **June 10, 2016**. If you are interested in this outstanding opportunity, please submit a completed agency application and supplemental application. All resumes must be submitted with a completed agency application. An application packet may be obtained at our main office located at:

Housing Authority of the
County of Merced
Attn: Human Resources
405 "U" Street
Merced, CA 95341
or
www.merced-pha.com

Please direct any inquiries regarding this employment opportunity to:

Human Resources
(209) 386-4139

Top candidate must successfully pass a thorough background investigation and reference check prior to employment. An Equal Opportunity/Affirmative Action employer. The Housing Authority is a drug-free workplace.

NOTICE OF REQUIRED DRUG TESTING

Pursuant to the Drug-Free Workplace Act of 1988, the Housing Authority of the County of Merced is required to certify its compliance in providing a drug-free workplace that is free from the illegal manufacture, distribution, dispensation, possession, sale and use of illegal drugs, and the use, possession or distribution of alcohol. All applicants who are extended a Conditional Offer Of Employment, shall as part of their pre-employment physical, voluntarily submit to blood and/or urine testing for the presence of alcohol or illegal drugs. Refusal to submit to the required drug testing or any other component of the pre-employment physical examination will result in withdrawal of the employment offer.

Applicants with a confirmed positive test result will be denied employment. The Housing Authority will not discriminate against applicants for employment because of a past history of drug abuse. Therefore, individuals who have failed a pre-employment drug test may re-apply for employment with the Housing Authority for any subsequent public recruitment for which they are qualified, after a period of no less than six (6) months. If they achieve the status of a successful candidate for a subsequent recruitment, they must present themselves as drug-free at that time.

Applicants for employment who are public housing residents or Section 8 participants should be advised that in the course of a pre-employment physical, a positive test result indicating illegal drug use, in addition to denial of employment, may also cause eviction and/or termination from public housing programs.

NOTICE TO APPLICANTS

Regarding Employment Background Inquiries

California Civil Code Section 47 as amended on January 1, 1995, extends the protection concerning privileged communications to employment references. Its primary purpose is to encourage previous employees to openly and fairly respond to questions from the Housing Authority concerning your past employment situations.

These inquiries are intended to verify the information which you have provided on your application and to furnish the Housing Authority other pertinent information relevant to your job qualifications and employment experience. Information received from these inquiries will remain **STRICTLY CONFIDENTIAL**. Background verifications may be conducted either directly by the Housing Authority or through a third-party investigative consumer reporting agency. Disclosure of information which is received through the background verification process may be disclosed to you in accordance with current California Civil Code Sections 1785 and 1786. In the event that the information received qualifies for disclosure, you may receive a summary of the information reported to the Housing Authority, although the source of the information may be confidential.

Only finalists for this position will be required to sign an information release allowing the Housing Authority to make these inquiries as part of a background investigation. Finalists will be ranked according to oral appraisal, written examination and any other required skills testing scores as stated in the job announcement. A final, conditional offer of employment will be tendered to the successful candidate after consideration and review of all relevant factors.

**INQUIRIES REGARDING YOUR
APPLICATION STATUS**

Applicants for positions with the Housing Authority of the County of Merced will be notified regarding their applicant status. Generally speaking, we feel it is both prudent and professional to make such notifications only in writing.

Therefore, the Housing Authority will not respond to telephone requests for an application status. As much of the information on your application is of a confidential nature, it is not feasible for us to request adequate verification of the caller's identity prior to discussing any personal information.

You should receive some written communication regarding the status of your application within 3-4 weeks of the closing date of recruitment. We ask for your patience and cooperation in this matter.

Section III

660. Finance Officer

Definition:

This classification, under the direction of the Executive Director, or his/her designee, develops, implement, monitors and coordinates all financial operations, including purchasing. Develops related and appropriate internal controls, and supervises assigned staff. This position also performs administrative and governmental fund accounting in accordance with GAAP, as well as the ability to perform complex and difficult accounting and budget management. Performs other duties as required.

Example Of Duties:

The *essential* job tasks for this position may include but are not limited to the following:

- Supervise assigned departmental staff in daily tasks, pertaining to the technical and financial operations of the Housing Authority.
- Reviews and evaluates work of subordinate personnel, and provides overall direction of their training.
- Assumes full management responsibility for all Finance Department services and activities, including accounting, budgeting and financial planning and analysis and recommends policies and procedures for improving financial operations and internal controls.
- Provides analysis of revenue and expenditure estimates and fund conditions.
- Provides and directs procedures and systems necessary to maintain proper records and to afford adequate accounting controls and services.
- Establishes system controls for new financial systems and develops procedures to improve existing systems.
- Directs the preparation of a wide variety of financial statements and reports.
- Manages the development and implementation of the Finance Department strategic goals, objectives and priorities; plans and directs, through subordinate staff, the Finance Department's work plan; assigns projects and programmatic areas of responsibility, and reviews and evaluates work methods and procedures.
- Advises the Executive Director on the status of all Authority accounts and informs the Executive Director concerning all problems relating to Authority accounts.
- Directs and coordinates the establishment of budgets for departments and programs.
- Responds to and resolves difficult and sensitive inquiries and complaints regarding Authority financial activity.
- Oversees and directs the preparation and issuance of the Authority's year-end financial operations and reports and submits same to appropriate agencies.
- Advises on the organization or reorganization of fiscal work units.
- Serves as the custodian of funds, securities and assets of the Authority.
- Establishes and maintains non-expendable property-control records.

Finance Officer (Continued):

- Makes periodic audits of project cash and property records.
- Develops and maintains bank accounts for all funds in the Authority's custody.
- Makes every effort to collect outstanding receivables, including the use of collection agencies.
- Insures all record-keeping tasks are properly performed in accordance with HUD's regulations, as well as GAAP. Prepares and submits all HUD and REAC, financial statements and required financial information throughout the year and at the year-end, within stipulated deadlines.
- Assists external auditors in the preparation of annual financial statements, and performs special assignments as directed by the Executive Director.
- Keeps abreast of changes in laws, policies and HUD regulations related to financial operations and ensures adherence to HUD policies, procedures, regulations and guidelines.
- Evaluates proposals for the Authority's independent audit, insurance and banking services.
- Oversees reviews and audits conducted by HUD, including SEMAP and PHAS. Prepares responses and monitors corrective action as required.
- Insures that Board financial strategies and goals are met.
- Assists the Executive Director with Board relations and preparation of Board agenda and reports.

Marginal job tasks may include but are not limited to the following:

- ✓ Attends staff meetings on budget or related items.
- ✓ Keeps abreast of legislative programs and changes that may have an impact on budget and financial needs.
- ✓ Provides financial data to department directors/managers in a timely manner which is essential to the monitoring and control of those respective programs.
- ✓ Prepare comprehensive written reports as required.
- ✓ Assists in the preparation of grant proposals and applications, and assists other staff in areas relating to the budgetary process.
- ✓ Responsible for complying with a variety of court orders, rulings, and subpoenas for payroll, accounting data, financial information and awards.
- ✓ Performs other marginal job tasks as directed by the Executive Director.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skill, and/or ability required to perform these essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Finance Officer (Continued):

Knowledge of the following: Modern accounting theories, principles and practices of accounting and financial management and their application to a diversity of accounting transactions and problems. Comprehensive knowledge of the principles of GAAP and HUD accounting as well as pertinent federal and state codes and regulations. Considerable knowledge of budgeting, fiscal procedures, methods, laws and regulations applying to accounting operations, as regulated under HUD, and the State Housing and Community Development (HCD) is desirable. Knowledge of internal auditing procedures and principles and practices of employee performance management. Knowledge of basic report presentation and letter writing; principles and practices of data collection and report preparation; and procedures for input and retrieval of data utilizing an automated computer network.

Ability to perform the following: Supervise, organize, review and evaluate the work of subordinate staff. Communicate clearly and concisely, both orally and in writing and respond in a timely manner to public and Board issues and concerns. Maintenance of required records, and preparation of accurate statistical reports. Compliance with principles, laws and procedures involved in the financial reporting practices as applied to governmental accounting regulations; establish and maintain cooperative working relationships with those contacted in the course of work, and correctly and clearly interpret and explain policies and procedures to other staff or persons to whom such information is requested to be given. Design and implement new, improved accounting and record keeping systems, including computerized systems. Analyze and evaluate accounting and auditing problems; analyze and interpret financial and accounting records; develop pertinent accounting-related data in the preparation of reports and statements, and develop and implement accounting system modifications. Demonstrate the ability to understand, interpret and implement complicated HUD accounting policies, procedures, rules and regulations; exercise independent judgment and initiative in routing decision making, and interpret and monitor the compliance with written procedures. Safely and correctly operate standard office equipment. Critically analyze complex program operation issues; prepare clear and concise reports; successfully resolve staff conflicts; identify existing or potential problems, correctly determine cause and recommend effective course of action. Effectively perform essential job functions within a stressful environment, demonstrate the ability to be cooperative and flexible and complete multiple projects with conflicting deadlines.

The following **skills** are required for this classification: Operate computer programs at an intermediate level or above within a Windows 98 or upgraded program environment. Establish and maintain accounting systems and contracts. Perform complex mathematical concepts such as probability and statistical inference, and correctly interpret published Federal regulations and any applicable policies to staff. Have good time-management skills and the ability to organize daily work assignments and meet stringent time frames. Develop and maintain a positive work environment, and encourage team-building skills among subordinate staff. Administer daily tasks in an efficient manner to meet program goals and objectives; determine priorities, and adjust to necessary changes in priorities. Displays good conflict-resolution and mentoring skills. Maintain and promote a safe working environment within the workplace. Must also demonstrate good public speaking skills, and speak effectively before groups.

Finance Officer (Continued):

Education & Experience

Minimum education required is a Bachelor's Degree from an accredited 4-year college or university in the fields of Business or Public Administration, Accounting, Finance, or an equivalent degree within a generally-related field of business or accounting from an accredited college. Also desirable to have a Master's Degree in the above-designated fields, or CPA designation.

Desirable to have working experience within a Housing Authority, housing non-profit or governmental/municipal organization. Minimum qualifying experience is at least five (5) years of increasingly responsible administrative experience in financial operations or as an accountant or auditor, including at least two (2) years in a supervisory capacity. Preferable that experience also include some background in GAAP and/or HUD accounting, and experience requiring independent judgment and personnel supervision.

License:

Mandatory to possess a valid California driver's license at the time of appointment, and must present a DMV printout if required by the employer for verification. Applicant must also be insurable and acceptable to the insurance company providing auto insurance to the Housing Authority.

Bonding:

Must be acceptable and qualify for bonding to the extent required by the Housing authority's bonding insurance carrier. A full background investigation, including a consumer credit report will be required.

Other Qualifications:

Must be able to verify that physical condition is satisfactory for the requirement of the position. Employees must demonstrate the ability to satisfactorily perform the essential functions of the job, with or without reasonable accommodations for disabled individuals as defined within the Americans With Disabilities Act of 1990, as amended. Initial employment shall be conditional on such verification and determination by a required standard pre-employment physical at the expense of the employer. Existing Housing Authority employees are exempt from satisfying this criteria regarding conditionality of employment prefaced by a pre-employment physical.

To be an employee of the Housing Authority, a person must be a citizen of the United States or an alien who has either been lawfully admitted for permanent residence, or authorized to be employed under the terms of the Immigration And Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence or authorized employment, and must provide supporting documents to show identity and employment authorization.

Finance Officer (Continued):

Must maintain a drug-free status in accordance with the Housing Authority Drug Free Workplace Policy.

Classification Status: Management & Confidential
Exempt (FLSA)

Revised 06/09

APPLICATION FOR EMPLOYMENT

HOUSING AUTHORITY OF THE COUNTY OF MERCED
405 'U' Street, Merced, California 95341
(209) 722-3501

INSTRUCTIONS

1. Please Type or Print in Ink.
2. Complete ALL PAGES of this application.
3. Keep this office informed of ANY CHANGES in your address or phone number.

NOTE: Applications not properly completed with all requested information will be subject to rejection.

NAME: _____ PHONE: _____
(Last) (First) (MI)

MAILING ADDRESS: _____
(P.O. Box) (Street Address)

(City) (State) (Zip Code)

Name And Phone Number Of A Person Who Can Always Reach You

Your Social Security Number

POSITION APPLIED FOR: _____

1. If employed, can you provide proof of age? Yes [] No []
(Employment is subject to verification that applicant's age meets legal requirements. Verification must be provided within your first 3 working days.)

2. Have you ever been employed by the Housing Authority? Yes [] No []

3. Is any member of your immediate family now employed by the Housing Authority? Yes [] No []

If "YES", to whom are you are related? _____

What is their **relationship** to you? _____
(Employment may be subject to restrictions of current nepotism policy regarding the definition of "immediate family.")

4. Were you ever discharged, rejected during a probationary period, or have you resigned under pressure of unfavorable circumstances from any employment? Yes [] No []

If "YES", explain fully: _____

5. Are you applying for veteran's preference consideration? Yes [] No []
(If "Yes", submit a copy of form DD-214 verifying eligible service along with your application BEFORE the final filing date.)

6. Please list any languages in addition to English that you speak or write well enough to act as an interpreter: _____

7. Do you possess a VALID California driver's license? Yes [] No []

License No: _____ Expiration Date: _____

8. Are there any hours, shifts, or days you cannot or will not work? Yes [] No []

If "Yes", please explain: _____

9. Are you legally eligible for employment in the United States? Yes [] No []
(Successful candidate will be required to provide proof of identity and eligibility for employment within 3 days of beginning employment.)

10. If you are selected the successful candidate for this position, on what date will you be available for work? _____

EDUCATION AND EXPERIENCE

High School: 9 10 11 12 High School Graduate? Yes [] No []
(Circle the HIGHEST Grade You Completed)

If you DID NOT graduate, do you have a GED certificate? Yes [] No []

Name of High School _____

Location of School _____

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Name And Location Of College(s) or University(s) Attended	Major Course Of Study	Unit	Credits	Degree Type	Degree Date
		Semester	Quarterly		
Business, Correspondence or Trade Schools Attended		Course Of Study		Certificate Type/Date	

EMPLOYMENT EXPERIENCE

INSTRUCTIONS: Fill out ALL AREAS below. List each job held. Start with your PRESENT or last job. Include military and volunteer activities. (Attach an additional sheet for more than 3 employers.) Failure to provide all information may result in your application being considered incomplete.

DO NOT MERELY ATTACH A RESUME WITH A NOTATION TO "SEE ATTACHED RESUME".

#1. Employer:	Work Performed:	Dates Employed:
<u>Address, City, State, Zip Code:</u>		Job Title:
Supervisor's Name:		Salary Starting: Salary Ending:
Phone #: ()		Per: [] hr. [] month
Reason For Leaving:		

#2. Employer:	Work Performed:	Dates Employed:
<u>Address, City, State, Zip Code:</u>		Job Title:
Supervisor's Name:		Salary Starting: Salary Ending:
Phone #: ()		Per: [] hr. [] month
Reason For Leaving:		

#3. Employer:	Work Performed:	Dates Employed:
<u>Address, City, State, Zip Code:</u>		Job Title:
Supervisor's Name:		Salary Starting: Salary Ending:
Phone #: ()		Per: [] hr. [] month
Reason For Leaving:		

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List below any additional information which will aid the Housing Authority in the evaluation of your qualifications for the position for which you are applying. As an example, you may list any special licenses, certificates or honors you have which are applicable. Attach additional sheets if necessary.

Date Issued	Type of special license, certificate or honor

In addition, list any equipment such as typewriter, other office equipment, large outdoor equipment or power tools in which you are experienced in operating, that may be applicable to the position for which you are applying .

Equipment Type	Describe Applicable Experience

List any computer software programs you have used, and rate your proficiency level:

Program Name	Level Of Expertise (Check One):		
	Beginner	Intermediate	Expert

Certification of material facts/representation:

"I hereby authorize investigation of all statements as provided by me in this application as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract or offer of employment. In the event I am subsequently employed, I understand that false or misleading information given in my application or interview(s) may result in discharge. I further certify that the answers given herein are true and complete to the best of my knowledge.

Signature of Applicant

Date

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Supplemental Application For The Position Of:

FINANCE OFFICER

This supplemental application **MUST BE COMPLETED AND RETURNED** with the regular Agency employment application. Attach additional pages if needed to completely answer the following questions to the best of your ability.

Your Name: _____

1. Please detail your current and past qualifying experience pertaining to your executive management skills in the area of administering financial operations of an agency/organization which encompassed more than one program. Be specific as to your responsibilities and how you administered a multi-program situation.

2. What is the extent of your knowledge and experience with GAAP accounting? Please describe.

(Continue On Back Of Sheet)

Supplemental Questionnaire

Finance Officer

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3. Please describe a recent situation in which you had to prepare detailed financial reports for one or more of the following: an annual submission; a grant application, or a justification for a budget amendment or extension.

4. Please detail you experience in training and mentoring staff assigned to your supervision.

(Continue On Next Page)

**Supplemental Questionnaire
Finance Officer
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5. Describe a situation in which you had a serious disagreement with a superior, co-worker, or subordinate. Describe the general situation and explain how you resolved it.

6. Explain how you would make a presentation to a governing Board for a proposal that entailed high degree of financial risk/return investment potential, utilizing public funds for partial capitalization of the project.

(Continue On Next Page)

Supplemental Questionnaire

Finance Officer

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- 7. What do you feel is your best leadership skill that you would bring to this position? Why is it important to you and your success in this position?**

(Please use the blank back of this page for continuing or clarification of your answers to these questions.)

“I hereby certify that the statements provided herein are true and complete to the best of my knowledge. I understand that false or misleading statements or information may result in my disqualification as an applicant or subsequent discharge as an employee.”

Signed: _____ Date: _____



Please attach this supplemental questionnaire to your employment application and return to the Housing Authority before 5:00 p.m. on the final filing date.

AFFIRMATIVE ACTION DATA - OPTIONAL

Applicants do not have to complete this part to be considered for employment. This information is being collected for statistical purposes only. Your answers will not affect the hiring process or hiring decisions. The Housing Authority of the County of Merced does not discriminate in matters of employment because of race, color, national origin, marital status, sex, religion, age or handicap.

INSTRUCTIONS: Please place an "X" in front of the item that answers each of the following questions:

A. Of which racial/ethnic group do you consider yourself?

1. WHITE: (A person having origins in any of the original peoples of Europe, North Africa, or the Middle East), not of Hispanic origin.
2. BLACK: (A person having origins in any of the black racial groups of Africa), not of Hispanic origin.
3. HISPANIC: (A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. Only those persons from Central and South American countries who are of Spanish origin, descent or culture should be included. In addition, the category does not include persons from Portugal, who should be classified according to race.
4. ASIAN or PACIFIC ISLANDER: (A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.)
5. AMERICAN INDIAN or ALASKA NATIVE: (A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.)

B. What is your sex?

1. Male
2. Female

C. Are you a military veteran?

1. Yes
2. No

D. Are you a Vietnam Era Vet?

- (Aug. 5, 1964 to May 7, 1975)
1. Yes
 2. No

E. What is your age group?

1. 18 - 25 years
2. 26 - 35 years
3. 36 - 39 years
4. 40-50 years
5. 51-60 years
6. Over 60 years

F. How did you know about this job opening?

1. Newspaper
2. Friend or Relative
3. Posting at other agency/organization
4. EDD, PITD or CVOC referral
5. Internet Web Site
6. Other

G. Are you currently receiving Section 8 rental assistance through the Housing Authority? Yes No

H. Are you currently renting a Housing Authority unit? Yes No

PLEASE RETURN THIS SHEET WITH YOUR COMPLETED APPLICATION

LIST OF EMPLOYMENT REFERENCES

As noted in this job announcement packet, this recruitment process includes a background check of all applicants for employment with the Housing Authority. While we normally utilize the employer information contained in the “Employment Experience” section of the application, many times this information is not current or sufficient for us to make a reasonable inquiry.

As our decision regarding an applicant’s status cannot be completed without sufficient investigation, please provide the following references **in addition to** any you have listed within the “Employment Experience” section of the application. **Failure to fill out either the Employment Experience section of the application, or this form, will result in your application being declared “Incomplete.”** References listed on this form can be persons who have worked with you, in recent past or current employment situations. They should be persons for whom you can provide a current mailing address and/or phone number to enable us to contact them in a timely manner.

Prior to furnishing their personal information to the Housing Authority, you should contact your references and advise them of your intent to include them as a background resource. Both yourself and your references should understand that failure to respond to a background inquiry within a specified timeframe may compromise your ability to be considered as a finalist for the position. Information provided by your references will be maintained as *confidential* to the full extent allowed by law, and the Housing Authority may advise you regarding the results of the background disclosures.

Please fill out the back side of this form, and return it to the Housing Authority along with your employment application; supplemental application; applicant characteristic survey (optional), your resume, and any other pertinent documents. **Please be advised that you should only attach copies of important personal documents rather than originals, as we cannot be responsible for insuring their safe and prompt return.**

COMPLETE OTHER SIDE OF FORM AND RETURN WITH APPLICATION

Name: _____

Position Applied For: _____

Please state **COMPLETE** addresses including city, state and zip code.

Personal References:

Name: _____

Phone #: () _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Title: _____

Business Name Or Relationship Status: _____

Date Employed Or Years Associated With You: _____

Is This Person Related To You By Marriage Or Birth? [] Yes [] No

Name: _____

Phone #: () _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Title: _____

Business Name Or Relationship Status: _____

Date Employed Or Years Associated With You: _____

Is This Person Related To You By Marriage Or Birth? [] Yes [] N

Name: _____

Phone #: () _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Title: _____

Business Name Or Relationship Status: _____

Date Employed Or Years Associated With You: _____

Is This Person Related To You By Marriage Or Birth? [] Yes [] N

Name: _____

Phone #: () _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Title: _____

Business Name Or Relationship Status: _____

Date Employed Or Years Associated With You: _____

Is This Person Related To You By Marriage Or Birth? [] Yes [] N