



Housing Authority of the County of Merced

405 U STREET MERCED, CA 95341
PHONE (209) 722-3501 TDD 711 or 800-855-7100
www.merced-pha.com

BOARD CLERK & HUMAN RESOURCES MANAGER

(Open & Promotional)

FINAL FILING DATE

OPEN UNTIL FILLED

SALARY RANGE

\$60,400 to \$95,000
(Bi-weekly, D.O.Q.)

EMPLOYMENT INFORMATION AND EMPLOYEE BENEFITS

The Housing Authority of the County of Merced (Authority) 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 primary objective of the Authority is to provide decent, safe, and sanitary housing to low-income families at an affordable price. The Authority's 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.

For a full list of job duties and requirements, you must view the attached job description.

EMPLOYEE BENEFITS:

Flex Work Schedule: The Authority works a 9/80-work schedule, Monday–Thursday, and is closed every other Friday.

Vacation: Ten days of paid vacation and an additional five days per year of annual leave are provided after completion of 5, 10, 15, and 20 years.

Holidays: 15 paid holidays.

Sick Leave: 12 days of paid sick leave per year with unlimited accumulation.

Management Leave: 60 hours per calendar year.

Retirement: The Authority participates in both Social Security and Public Employees' Retirement System (CalPERS).

Deferred Compensation: The Authority offers a deferred compensation plan to all employees.

Health/Life Insurance: Employees are eligible for participation in life, medical, dental, and vision insurance with a medical allowance. Dependents may participate in medical, dental, and vision insurance. Employees can also participate in the Flex 125 plan.



Disability Leave and Workers' Compensation: The Authority also participates in the State Disability Insurance Program and the California Housing Workers' Compensation Authority.

SELECTION PROCESS:

Applications must be received by the above closing date. No postmarks will be accepted. All applications will be reviewed for completeness and satisfaction of minimum qualifications. Those applicants who possess the knowledge, skills, and abilities outlined in the job description will be invited to participate in a competitive written exercise pertinent to the regular functions and tasks of this classification. From those who meet or exceed the qualifications, a final review considering all previous evaluatory factors will determine the finalists who will be invited to appear before an oral interview panel to explore and evaluate the extent of their knowledge, work experience, education, and personal characteristics that are incumbent within this particular job classification.

Possession of the requirements does not necessarily assure an applicant a finalist position. Selected finalists will participate in an interactive process that will evaluate a candidate's qualifications with the skills, abilities, knowledge, and experience of other finalists, as well as the job requirements of this classification.

Final selection of a qualified candidate shall be from among those appearing before the appraisal panel. Barring undue hardship, reasonable accommodations can be made in the examination process for disabled individuals or for religious reasons. Accommodation requests should be made in advance to the Human Resources Department. The above selection process is usually assigned to this job classification. However, the Authority reserves the right to modify any or all aspects of the selection process previously listed based on the level of applicant responses, and any extenuating circumstances incumbent upon a specific recruitment.

The Authority shall use the "rule of list" for this recruitment in certifying finalists for hiring. The "rule of list" means there is no specified number of candidates interviewed for each position which comes available. An eligible list containing the names of the most qualified applicants will be maintained based on the scores received in each part of the evaluation process. An eligibility list of qualified finalists will remain in effect for up to one year from the date of closing. An appointment to an open position can be made from any of the qualified finalists participating in the interview process, and the remaining qualified finalists are returned to the eligible hire list to be considered for the next vacancy within this classification.

Bilingual in English/Spanish or English/Hmong-Laotian preferred.

Applicant must be able to verify that their physical condition is satisfactory for the requirements of the job. Must demonstrate the ability to perform the essential functions of the job, with or without reasonable accommodation for disabled individuals as defined within the Americans with Disabilities Act of 1990, as amended. Employees must be able

to demonstrate a satisfactory ability to safely bend and lift various equipment and materials utilized in the regular performance of work. Other examples of physical ability would be, but are not limited to, the ability to scale ladders and spend extended periods of time in a sitting position. All physical requirements shall be applicable to the tasks and duties listed for employees within this classification. Initial employment shall be conditional on such verification as determined by a required standard pre-employment physical at the expense of the Authority. Existing Authority employees may be required to requalify regarding the physical ability to perform the essential functions of this job at the discretion of the Authority.

To be an employee of the Authority, a person must be a citizen of the United States, or an alien who has been either 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 they are a United States citizen or alien admitted for permanent residence or authorized employment, and must provide supporting documents to show identity and employment authorization.

APPLICATION PROCEDURE:

To apply for this position, you must obtain an application from the Housing Authority of The County of Merced during regular daily business hours: 7:30 a.m. to 5:00 p.m., Monday through Thursday, excluding holidays and posted Friday closures, at the Central Office, 405 'U' Street, Merced, California, 95341 or online at www.merced-pha.com. Resumes must be submitted with an agency application to be considered. All applications should be returned to the above address, to the attention of Human Resources. Applications must be received by the filing deadline; no postmarks will be accepted. Incomplete or late applications will not be considered. For additional information, call (209) 722-3501, extension #139.

Federal law requires that, prior to employment, you must furnish proof of your identity and eligibility for employment in the United States.

The Authority is a Drug-Free Workplace. The successful applicant for this position will be required to certify their drug-free status by a drug test by a qualified medical provider at no charge to the applicant.

WORKSITE ASSIGNMENT:

This position will be assigned primarily to the main office located at 405 U Street, Merced, CA. This position may be required to regularly travel or report to other outlying work sites throughout the County of Merced.

This position is exempt from membership in the employee union and is also exempt under the Fair Labor Standards Act (FLSA), pertaining to salaried compensation and entitlements.

**AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES,
VETERANS, AND THE DISABLED ARE ENCOURAGED TO APPLY.**

HOUSING AUTHORITY OF THE COUNTY OF MERCED
Job Description

Dept.: Administration	Date: August 2017
Title: Board Clerk / HR Manager	Supersedes: N/A
Job #:	Total Pages: 4
Salary Range:	Association: Exempt - Confidential

A. PURPOSE:

Gives administrative direction, manages and coordinates the day to day operation of the Board Clerk’s Office and specified Administrative Services including Human Resources, and Risk Management under the direct supervision of the Executive Director. The Board Clerk and HR Manager is the local official who administers access to Housing Authority records, and all legislative actions ensuring transparency to the public. The Board Clerk / HR Manager acts as a compliance officer for federal, state, and local statutes including the Political Reform Act, the Brown Act, and the California Public Records Act in cooperation with the Housing Authority’s General Counsel. The Board Clerk manages public inquiries and relationships and arranges for ceremonial and official functions.

B. DISTINGUISHING CHARACTERISTICS:

This management team position receives policy direction from the Executive Director. The Board Clerk oversees and participates in administrative work that is technical in nature and requires a high degree of precision and accuracy. This class is unique because the Board Clerk / HR Manager has authority and responsibility for the Housing Authority’s statutory Board Clerk functions and operates in a dual role overseeing the day-to-day operation of Human Resource Functions for the Housing Authority.

C. ESSENTIAL FUNCTIONS:

The Board Clerk / HR Manager is given management responsibilities for executing the following duties, which are mandated by and performed in accordance with various provisions of State law and local regulations:

- 1) Oversee the functions of the Board Clerk’s Office and ensures that they are effectively carried out; prepares Board of Commissioners and other agency and authority agendas for review by the Executive Director; prepares meeting notices, proclamations, and certificates, and coordinates with meeting participants for scheduling on Board agenda; duplicates and distributes agenda packets; and prepares Board chambers for meetings.
- 2) Publishes ordinances, resolutions, and notices of public hearings; posts and mails notices of public hearing and Board actions affecting Housing Authority tenants; and ensures compliance with the Brown Act.
- 3) Oversees the receipt and maintenance of official Board documents and records; summarizes Board actions and instruction to Housing Authority staff; Coordinates Records Management tasks relating to Board Actions.
- 4) Oversees Housing Authority projects at the direction of, and as delegated by the Executive Director, ensures vendor compliance, compliance with bidding processes and procedures, scheduling bid openings and other related functions.

- 5) Assists the Executive Director with official duties relating to election and/or appointment of Board of Commissioners members. Coordinates and communicates with other governmental agencies to assure smooth and efficient election activities; oversee campaign disclosure and conflict of interest filings according to established procedures.
- 6) Compose correspondence independently on a variety of matters; compile and type various letters, reports, statistical data, agendas, memos, bulletins, lists and other materials as directed; prepare, format, edit and proofread written materials.
- 7) Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate administrative calendars.
- 8) Researches records, and retrieves information for staff members and the general public.
- 9) Administers the commission application process and coordinates the interview process; prepares certificates of appointment and appreciation of services awards, and administers oath of office Board members when necessary.
- 10) Accepts and processes legal claims, liability claims, accepts all subpoenas, summons and public records act or FOIA requests for Housing Authority records, and lawsuits. Informs the Executive Director and General Counsel, upon receipt, of any and all claims or demands filed with the Housing Authority.
- 11) Informs and trains staff in office procedures / human resource and personnel rules and policies.
- 12) Maintains employee personnel records, separate medical record files and other files related to employee status and performance. Maintains records and manages communication as the primary point of contact with recognized employee association business agents. Participates in collective bargaining functions and conducts other HR technical duties as needed to manage the HR functions at the Housing Authority, with assistance from the Executive Director, Department Heads, and General Counsel for the Housing Authority.

D. OTHER DUTIES AND ADDITIONAL FUNCTIONS:

The Board Clerk / HR Manager is responsible for the duties listed below. Although many of these duties are unique to a limited number of organizations, they demonstrate the duties which may be performed by the incumbent in this job classification.

- 1) Maintains confidentiality of Housing Authority records and/or confidential discussions pertaining to Housing Authority records including but not limited to employee personnel files and/or disciplinary actions
- 2) Manages the development and implementation of goals, objectives, policies and procedures; interprets policies to staff and to the general public.
- 3) Participates in the selection and training of personnel as requested by the Executive Director; assists department heads in timely evaluation and reviews of the performance of staff.
- 4) Provides technical and administrative assistance to the Executive Director and Board of Commissioners; prepares and assists in the presentation of staff reports, and researches projects.
- 5) Investigates, analyzes, recommends strategies for resolving complaints and thereafter conducts appropriate follow-up related to documenting outcomes of complaints and / or grievances.
- 6) Performs legislative analysis; coordinates legislative communication and lobbying efforts; tracks legislation.
- 7) Coordinates Board scheduling, calendars, and correspondence.
- 8) Directs the posting of legal notices as required, and the preparation and posting of agendas and minutes.
- 9) Coordinates community/media relations interaction with the Executive Director; prepares community presentation and activities.

- 10) Coordinates agency-wide personnel activities, including recruitments, selections, compensation analysis and Worker's Compensation referral to the carrier.
- 11) 504 Coordinator

E. KNOWLEDGE, SKILLS AND ABILITIES TYPICALLY REQUIRED

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General and Specialized Job Knowledge and Abilities:

- a) Knowledge of the duties and responsibilities of a Board Clerk / HR Manager and of the codes, regulations, policies, and procedures related to government transparency laws and personnel administration in California public sector employment.
- b) Skill in communicating effectively in English both orally and in writing, composing correspondence, staff reports, proclamation, ordinances, staff reports, other written materials, Rosenberg's Rules of Order and/or other similar rules of procedure for conduct of public meetings, and basic math.
- c) Knowledge of the principles and methods of office management including office procedures, systems, equipment, and records management.
- d) Knowledge of the organizations, functions, policies, and administrative procedures of the Board of Commissioners and local government and special districts in California.
- e) Knowledge of techniques for effectively representing the Housing Authority in contacts with government agencies, community groups, and various business and professional organizations.
- f) Knowledge of Records Management protocol and technology.
- g) Knowledge of principles and practices of public administration, including, but not limited to personnel administration and program management.
- h) Knowledge of techniques for providing a high level of customer service to the public and Housing Authority staff, in person, and over the telephone.
- i) Knowledge of and ability to effectively utilize computer applications and technology related to the work.
- j) Skill in interpreting, applying and explaining rules and regulations and Housing Authority policies and procedures.
- k) Skill in using tact, discretion, and mature judgment in the handling of sensitive records and confidential information.
- l) Skill in prioritizing own work and using sound, independent judgment within policy and procedural guidelines.
- m) Skill is establishing and managing an organizational system for Housing Authority files, records, and other official documents.
- n) Skill in training other management staff on policy matters related to personnel administration.
- o) Skill in establishing and maintaining effective working relationships with others.
- p) Skill in completing assigned tasks in a timely and effective manner.
- q) Other duties as assigned.

Working Conditions/Physical Requirements: Employee will work in a controlled office environment. Essentially all working hours are spent in an office. There may be some light physical work involved in the handling of supplies, files, etc.

Ability to sit for long periods of time, stoop, kneel, crouch, reach, finger, gasp, write, and perform repetitive motions.

Exerts up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects with the human body.

Hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone.

Visual ability sufficient to read and produce printed material and information displayed on a computer screen,

Education and Experience: The education and/or experience typically required for this position includes: Course work in accredited college, or equivalent to 2 years progressive experience which can be applied to overall criteria listed herein combined with and course work or specialized training in Clerk and HR Functions. Four years program experience in Supervision, Clerk and personnel functions is preferred.

Licenses, Registrations, Accreditation, etc.: Possession of a valid Class C California Motor Vehicle Operators License. Certified Municipal Clerk certification and/or Human Resource Management certification is preferred.



Housing Authority of the County of Merced

405 U STREET MERCED, CA 95341
PHONE (209) 722-3501 TDD 711 or 800-855-7100
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Notice to Applicants

Regarding Application Status

Applicants for positions with the Housing Authority of the County of Merced (Authority) will be notified regarding their applicant status. Such notification will be done only in writing.

The Authority will not respond to telephone requests for an application status. The information on an application is of a confidential nature and it is not feasible 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 4-6 weeks of the closing date of recruitment.

Regarding Required Drug Testing

Pursuant to the Drug-Free Workplace Act of 1988, the Authority 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 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 reapply for employment with the 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 preemployment 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.

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 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 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 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 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 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.

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)

E-MAIL ADDRESS: _____

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

Your Social Security Number

POSITION APPLYING 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:
Address, City, State, Zip Code:		To:
Supervisor's Name:		From:
Phone #: ()		Job Title:
Reason For Leaving:		

#2. Employer:	Work Performed:	Dates Employed:
Address, City, State, Zip Code:		To:
Supervisor's Name:		From:
Phone #: ()		Job Title:
Reason For Leaving:		

#3. Employer:	Work Performed:	Dates Employed:
Address, City, State, Zip Code:		To:
Supervisor's Name:		From:
Phone #: ()		Job Title:
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

ATTACH RESUME OR OTHER SUBMITTALS TO THIS APPLICATION FOR CONSIDERATION
 (Revised 2/2025)

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.

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

1. WHITE:
Not Hispanic/Latino origin (A person having origins in any of the original peoples of Europe, the Middle East or North Africa)
2. BLACK OR AFRICAN AMERICAN:
Not Hispanic/Latino origin (A person having origins in any of the black racial groups of Africa)
3. HISPANIC OR LATINO:
(A person of Mexican, Puerto Rican, Cuban, Central American or other Spanish culture or origin, regardless of race)
4. NATIVE HAWAIIAN OR PACIFIC ISLANDER:
Not Hispanic/Latino origin (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
5. NATIVE AMERICAN OR ALASKA NATIVE:
Not Hispanic/Latino origin (A person having origins in any of the original peoples of North and South America, including Central America and who maintains tribal affiliation or community attachment.)

B. What is your sex? Male Female Non-Binary Prefer to not disclose

C. Veteran Status-Defined under one or more of the following:

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Served on active duty for a period of more than 180 days, and any part of which occurred between 8/05/64-5/07/75 and were discharged or released other than dishonorably; or, | <input type="checkbox"/> Served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized (such as The Persian Gulf, El Salvador, Grenada, Lebanon, Panama, Southwest Asia, Haiti, Somalia & Bosnia); or, |
| <input type="checkbox"/> Was discharged or released from active duty for a service connected disability if any part of the active duty was performed between 8/05/64-5/07/75; or, | <input type="checkbox"/> Served on active duty in the U.S. Military, ground, naval, or air service during the one-year period beginning on the date of discharge or release from active duty (recently separated veteran). |
| | <input type="checkbox"/> Non-Veteran |

D. Are you a Vietnam Era Vet (Served between 8/05/64-5/07-75)? Yes No

E. What is your age group?

- | | |
|-------------------------------------------|------------------------------------------------------------------|
| 1. <input type="checkbox"/> 18 – 25 years | 1. <input type="checkbox"/> Newspaper |
| 2. <input type="checkbox"/> 26 – 35 years | 2. <input type="checkbox"/> Friend or Relative |
| 3. <input type="checkbox"/> 36 – 39 years | 3. <input type="checkbox"/> Posting at other agency/organization |
| 4. <input type="checkbox"/> 40 – 50 years | 4. <input type="checkbox"/> EDD, PITD, or CVOC referral |
| 5. <input type="checkbox"/> 51-60 years | 5. <input type="checkbox"/> Internet |
| 6. <input type="checkbox"/> Over 60 years | 6. <input type="checkbox"/> 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