

**THE HOUSING AUTHORITY OF THE COUNTY OF MERCED  
ANNOUNCES AN OPENING FOR:**

**COMPLIANCE ANALYST**  
(Open & Promotional)

**FINAL FILING DATE**  
**OPEN UNTIL FILLED**

**SALARY RANGE**  
**\$44,300.00 to \$69,700.00**  
(Annually, D.O.Q.)

**NATURE OF THE POSITION:**

Under the general direction of the Executive Director, performs a variety of professional management activities related to implementing, administering, coordinating and overseeing multiple housing programs.

**ESSENTIAL JOB DUTIES:**

Responsible for professional level management activities, including departmental compliance with internal, State and Federal Regulations. Duties include the following: initiate, develop and revise written procedures for the operation of this function; monitor and enforce departmental policies and procedures regarding regulation changes in all federal and state programs; ensure dissemination of appropriate information to department staff; coordinate development of staff training relevant to compliance issues; identify potential high-risk areas of non-compliance; coordinate/develop/implement safeguards for high-risk areas.

**To be considered, applicants must possess the following knowledge, skills and abilities. Possession of these requirements does not necessarily assure an applicant a finalist position. Selected finalists will participate in an interactive process which 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.**

**JOB REQUIREMENTS:**

In addition to the stated knowledge, skills and abilities of the employment standards, this position requires a high school-level education. A GED certificate or other certification of satisfactory completion from a technical or vocational school. In addition, must also demonstrate some current or previous practical experience in a similar function. It is mandatory to possess a valid California Driver's license and must present a DMV printout if required by the employer for verification. Applicant must also meet insurability requirements. Must meet other qualifications regarding physical ability to perform the essential job functions with or without reasonable accommodation, and meet requirements for lawful employment.

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

**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 which are incumbent within this particular job 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. Requests for accommodation should be made in advance to the Human Resources Department. The above selection process is usually assigned to this job classification. However, the Housing 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 Housing 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.

#### **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: 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays and posted Friday closures, at the Central Office, 405 'U' Street, Merced, California, 95341. 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 Housing Authority of the County of Merced 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.

#### **EMPLOYMENT BENEFITS**

Ten days of paid vacation. An additional five days per year of annual leave is provided after completion of 5, 10, 15, and 20-year service levels. 12 days of paid sick leave per year with unlimited accumulation; 15 paid holidays plus two floating holidays; bereavement leave; employer contributions to medical, dental, vision and life insurance coverage for employee; catastrophic leave; unemployment insurance; State Disability Insurance (SDI); Worker's Compensation Insurance; Public Employees' Retirement System (PERS); medical benefit allowance, and a Flex 125 account plan. Dependent medical, dental and vision plans and employee deferred compensation plan are also available for employee participation.

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

### Section III

#### **606. Compliance Analyst**

##### Definition:

Under the general direction of the Executive Director, performs a variety of professional management activities related to implementing, administering, coordinating and overseeing multiple housing programs. These activities are performed to assure full policy compliance with all Federal, State and Agency mandates. The incumbent analyzes user requirements, work flow, procedures and problems in order to automate or to improve existing automated systems. The incumbent is responsible for maintaining and agency-wide training program in personal computer operations and software applications to assure the appropriate utilization of automated information systems.

##### Example of Duties:

Responsible for professional level management activities, including departmental compliance with internal, State and Federal Regulations. Duties include the following: initiate, develop and revise written procedures for the operation of this function; monitor and enforce departmental policies and procedures regarding regulation changes in all federal and state programs; ensure dissemination of appropriate information to department staff; coordinate development of staff training relevant to compliance issues; identify potential high-risk areas of non-compliance; coordinate/develop/implement safeguards for high-risk areas.

##### Essential Duties include but are not limited to:

- Plans, coordinates, conducts and maintains an effective agency-wide training program in personal computer operations and software applications.
- Develops, coordinates, manages and maintains a department-wide compliance program including case file confidentiality in accordance with federal, state and local government requirements.
- Interprets and analyzes regulations and keeps staff informed of current policies and laws.
- Directs and supervises activities of assigned staff; identifies researches and resolves related discrepancies, conflicts and issues.
- Initiates, develops and revises written policies and procedures for the operation of the compliance program.
- Prepared department, Federal and State reports.
- Works closely with department managers in developing program policies which meet Federal, State and local government requirements.
- Facilitates implementation of new service delivery systems.
- Directs, plans and coordinates Management Information System (MIS) for staff.
- Has detailed knowledge of electronic information systems.
- Performs related duties as required.

## Compliance Analyst (Continued)

### Qualifications:

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

**Knowledge of the following:** A wide range of personal computer applications software, basic understanding of network systems hardware and software. Modern principles and methods of program development and management; supervision of subordinate staff; training, including goal setting; principles and practices of general modern office procedures and methods; principles and practices of employee performance evaluations; basic practices and procedures of the various Public Housing programs, including caseload management, as well as pertinent Federal, State and local laws, codes and regulations which pertain to the administration of the housing programs administered by the Housing Authority. Knowledge of basic report presentation and letter writing; principles and practices of data collection and report preparation; safe driving principles and practices and internal procedures relating to financial aspects of housing programs. Procedures for input and retrieval of data utilizing the Housing Authority computer network. Also, basic knowledge of current building codes and local prevailing construction practices.

**Ability to perform the following:** Supervise, organize, review and evaluate the work of subordinate staff. Communicate clearly, both orally and in writing. Maintain required records and prepare accurate statistical reports. Comply with the principles, laws and procedures involved in the administration of housing programs; establish and maintain cooperative working relationships with those contacted in the course of work and correctly and clearly interpret and explain policies and procedures relating to housing programs. Safely and correctly operate a computer, ten-key calculator, typewriter, copy machine and other standard office equipment and maintain a physical condition and appearance appropriate to the performance of assigned duties and responsibilities. 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. Research, collect, compile and analyze information and data. Safely operate vehicle and maintain good attendance and punctuality. Perform essential job functions within a stressful environment.

**Skills required for this classifications:** Operate computer programs at an intermediate level within a Windows 98 or upgraded program environment, specifically regarding electronic mail, Microsoft Excel, PowerPoint and Microsoft Word. Perform complex mathematical concepts such as probability and statistical inference and correctly interpret published Federal regulations and any applicable policies to staff. Have good

### Compliance Analyst (Continued)

time-management skills and the ability to meet stringent time frames within both short and long-term projects. Develop and maintain a positive work environment and encourage good team building skills among subordinate staff. Administer daily tasks in as efficient manner to meet program goals and objectives and demonstrate a level of management skills to effectively administer a variety of dissimilar housing programs. Displays good conflict-resolution and mentoring skills.

#### Education:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Equivalent to an Associate's Degree (60 units) in Business Administration or any equivalent degree within a generally related field of business, humanities or social science from an accredited college. Experience which would be equivalent to and substituted for the educational requirements would be from any employment, vocational or volunteer position in which the essential functions of this position were performed. Experience used to satisfy the education requirement must be in addition to any other experience requirements of this position.

#### Experience:

At least five (5) years of increasingly responsible experience or training in a public housing authority; non-profit housing provider; public or private building inspection service; real estate/property management firm or any other public or private enterprise in which the essential functions of this position were performed. Within the specified five (5) year experience requirement, there must be at least two (2) years in a supervisory capacity.

#### 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.

#### Certification(s):

Must have certifications as a Public Housing Manager and a USDA/Rural Development Certified Manager at time of appointment or be able to obtain such certifications within one (1) year from date of appointment.

## Compliance Analyst (Continued)

### Other Qualifications:

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

Must be of good moral character as determined by a thorough examination of background.

To be an employee of the Housing 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 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.



## **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](http://www.merced-pha.com)

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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)

\_\_\_\_\_  
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: \_\_\_\_\_

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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? \_\_\_\_\_

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**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:
		From:
Supervisor's Name:		Job Title:
Phone #: (     )		
Reason For Leaving:		

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

#3. Employer:	Work Performed:	Dates Employed:
Address, City, State, Zip Code:		To:
		From:
Supervisor's Name:		Job Title:
Phone #: (     )		
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 8/2019)

# HOUSING AUTHORITY OF THE COUNTY OF MERCED

## Supplemental Application For The Position Of:

## Compliance Analyst

**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.**

**Name:** \_\_\_\_\_

1. Describe your experience and knowledge in Local, State, and Federal regulations related to the administration of the Housing Choice Voucher Program, Project-Based Voucher Program, and Public Housing.
2. Compliance rules are always changing. What do you do in order to stay informed of developments in your professional area?

- 3. Compliance Analysts have to ensure regulations, policies, and procedures are followed. How do you handle situations with an employee or department when you have to inform them that they are violating rules and/or regulations?**
- 4. Describe a procedure you successfully reviewed, developed and/or implemented to ensure compliance?**

**5. Describe your experience dealing with Management and Occupancy Review (MOR), audits, and report findings and errors.**

**6. Describe your experience in monitoring databases to ensure successful transmission in PIC, TRACS, and/or MINC. Also describe your experiences resolving such errors and discrepancies.**

**7. Describe your experience monitoring and resolving EIV errors and discrepancies.**

**“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:\_\_\_\_\_**



## 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