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

HOUSING COMPLEX MANAGER
(Open And Promotional)

FINAL FILING DATE: Open Until Filled

SALARY RANGE: $3,831.17 - $4,656.80
(Monthly, D.O.Q)

NATURE OF THE POSITION:
Under general supervision, performs skilled maintenance and other property management duties at a multi-
family housing site, and is primarily responsible for the proper operation and management of tenant units as
well as processing and maintenance of all required tenant documentations, files and notices in accordance with
established policies and procedures. Mandatory to reside exclusively at the worksite at an employer-furnished
unit, and requires a high level of interaction with residents and staff while performing various property
management functions.

ESSENTIAL JOB DUTIES:
Employees in this classification perform various types of routine and skilled repetitive, manual job tasks
associated with groundskeeping, building maintenance and/or custodial functions. Must demonstrate the ability
to perform assigned tasks safely and correctly, utilizing usual and customary hand tools, power tools and
equipment. Maintains and repairs unit appliances and systems, automotive and other equipment. Within normal
job assignments, handles furnishings, equipment and other materials weighing up to 75 lbs. Washes and cleans
housing units, laundry and other common areas. Must demonstrate the ability to maintain discipline, and to
encourage satisfactory resident-management relations. Consults with other staff regarding budget and policy
matters. Conducts eligibility interviews; properly completes required documentation; advises and assists
residents regarding occupancy problems, and thoroughly explains procedures and operational policy to
applicants, residents and the general public. Represents the Housing Authority in a professional and courteous
manner with all those contacted within the normal course of employment. Must be able to follow oral and
written instructions; legally operate a motor vehicle; communicate clearly both orally and in writing, and
possess the ability to interact well with others. Highly preferable to be bilingual in Spanish/English both
orally and in writing. For a detailed summary of specific job duties assigned to this classification, please refer
to the job description.

QUALIFICATION STANDARDS:

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. Finalists will participate in an interview
process which will further evaluate a candidate’s qualifications for the position in relation to the skills, abilities,
knowledge and experience of other finalists.

Necessary skills required of this position would include the safe and proper use of common hand and power
tools utilized in any or all of the above job tasks. Must demonstrate a working knowledge of property
management skills, especially those related to tenant eligibility and case management. Must also be able to
effectively communicate, preferably on a bilingual basis. Must have the ability to correctly and timely follow
written and oral instructions, and demonstrate the ability to develop a positive working relationship with others.
Ability to correctly analyze situations and take effective action; prepare clear, comprehensive reports; correctly
and judiciously maintain records. Must demonstrate the physical capabilities to perform the essential functions
of this position, with or without reasonable accommodations. Must maintain regular attendance and punctuality
and have the ability to work under occasionally stressful conditions. Must have good problem-resolving skills
and demonstrate sufficient mathematical proficiency. Must demonstrate a working knowledge of applicable
safety procedures and practices, and be able to demonstrate the ability to work independently for extended
periods of time with minimum supervision.
ESSENTIAL PHYSICAL FUNCTIONS

Essential functions of this position may require a range of physical dexterity including but not limited to: bending, stooping, lifting (usually 75 lb. or less), turning, carrying objects, climbing, reaching, moving, and grasping. Requires visual and auditory acuity, including the ability to communicate and respond in field situations. Also requires the ability to operate a motor vehicle as well as indoor and outdoor mobility; remaining in stationary positions for extended periods of time, and a high level of manipulative dexterity to perform job tasks. Qualified disabled persons must be able to perform the essential functions of the classification with or without reasonable accommodations.

MINIMUM REQUIREMENTS

EDUCATION: Formal or informal training equivalent to the completion of two years of college (48 semester units). In lieu of the educational requirement, three (3) years of satisfactory working experience in a responsible property management position will be accepted as an equivalent to the education requirement.

EXPERIENCE: At least two (2) years of actual experience performing the physical and management tasks associated with any or all of the previously identified basic job functions performed within routine building and grounds maintenance, and client eligibility/case management. This experience requirement is in addition to any experience claimed as equivalent for the educational requirement above.

LICENSE: Mandatory to possess a valid California Driver’s license, and must present a DMV printout upon request by the Employer for verification.

CERTIFICATION: Employment is conditional upon acceptable recommendations pertaining to a written examination; verification of employment information and background, and a pre-employment physical examination at the expense of the Housing Authority.

The ideal candidate would satisfy the following criteria: has demonstrated the ability to perform the essential functions as listed in this recruitment announcement, with a strong background in property management pertaining to unit and grounds maintenance, and client eligibility/case management. Is punctual and has good attendance record. Should have good interpersonal, management, and problem solving skills, including the ability to communicate bilingually (Spanish/English), both orally and in writing. Candidate should also have demonstrated the ability to work efficiently and independently.

APPLICATION PROCEDURE:

To apply for this position, you must obtain an application from the Housing Authority Of The County Of Merced during regular hours, 8:00 a.m. to 5:00 p.m., on scheduled business days, at the Central Office, 405 ‘U’ Street, Merced, California. The supplemental application must be returned with the application to be considered. Resumes must be submitted with an agency application to be considered. All applications should be returned to the above address, to the attention 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.

Timely applications will be screened for minimum qualifications. Applicants who meet the minimum qualifications and 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. Following this exercise, a list of eligible finalists will be developed for further evaluation which may include an oral appraisal interview. Final selection of a qualified candidate shall be from those invited to an interview. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance to the Human Resources Department.

Federal law requires that prior to employment, you must furnish proof of your identity and eligibility for employment in the United States.
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; 14 paid holidays plus one floating holiday; bereavement leave; personal leave (up to 24 hours/year); Employer offers a medical allowance to be applied to EMPLOYEE medical premium, with any remaining balance available for dependent coverages. Allowance amount varies with level of medical coverage selected; fully paid dental, vision and life insurance coverage for the EMPLOYEE; catastrophic leave; unemployment insurance, State disability insurance (SDI); Worker’s Compensation Insurance; Public Employees Retirement System (PERS); and medical benefit allowance. Dependent medical, dental, vision, life insurance plans and employee deferred compensation plans are also available for employee participation.

This position is represented by the American Federation of State, County and Municipal Employees, AFL-CIO, under an agency shop agreement.

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

451. **Housing Complex Manager**

**Definition:**

Under the general supervision of the Director Of Housing Services. Responsible for the management and maintenance of the properties under their jurisdiction and for operating and maintaining them in accordance with policies and procedures as established by the Authority. Performs other duties as directed within the classification.

**Example of Duties:**

Under direction, plans, organizes, initiates, and performs preventive maintenance work with subordinates; maintains discipline and passes upon difficult problems in connection with the supervision of employees engaged in various management and maintenance functions; initiates appropriate actions on delinquent accounts; accepts rent monies and issues receipts; maintains satisfactory resident-management regulations; assists in furnishing data for annual operating budgets; operates within budget limitations; prepares and submits required fiscal and statistical reports; maintains required records and conducts annual tenant re-examinations and personal property inventory; consults with Housing Manager on problems relating to finance, maintenance standards, personnel, public and resident relations, eligibility problems, operating and administrative policies and procedures, and development of performance standards.

Prepares and reviews reports of employee performance prior to submission to Housing Manager; advises and makes recommendations to superiors concerning matters involving policy changes, operational maintenance and major improvements to grounds or buildings; conducts periodical examinations of resident eligibility factors; executes leases, interviews, advises and assists residents concerning serious occupancy problems; processes applications for occupancy; thoroughly explains Authority functions and operational policy to applicants, residents and general public; requisitions supplies, materials, services and equipment; advises residents on care of Authority-owned equipment and property; initiates safety and fire prevention programs; initiates and promotes resident-maintenance programs. Operates automotive and other equipment as required.

**Employment Standards:**

Knowledge of property-management involved in supervising a public housing facility; housing maintenance and repair problems; office methods and procedures; elementary budget procedures and techniques. Ability to anticipate and economically budget maintenance and repair work necessary to the management of the public housing
Housing Complex Manager, (Continued):

facility; establish cooperative business relations; analyze situations and take effective action; prepare clear, comprehensive reports; keep operational records.

Education:

Equivalent to completion of two years of college (48 semester units or more), with emphasis on public administration and social science. Also, minimum of two years of experience in property management work or other business activities in which the type and level of responsibilities are comparable to those of an assistant manager in a public housing program. One year of successful experience in a property management, social services, construction or related field may be accepted as equivalent to one year (24 semester units) of the education requirement criteria.

License:

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 be insurable to the Housing Authority.

Other Qualifications:

Must be able to verify that physical condition is satisfactory for the requirements 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 Americans With Disabilities Act of 1990, as amended. 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 not limited to, the ability to scale ladders and scaffolding, and spend extended periods of time in a kneeling 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 Employer. Existing Housing Authority employees are exempt from satisfying this criteria regarding the conditionality of employment prefaced by a pre-employment physical examination.

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.
ESSENTIAL JOB FUNCTIONS
For the position of:

HOUSING COMPLEX MANAGER

Job Summary: Under direction, plans, supervises and performs the work of operating the center to which he/she is assigned and performs other duties as directed. Mandatory to maintain personal residence at assigned work site.

Identified Essential Job Functions:

- Interact positively and professionally on a personal basis with clients, staff, other community resources, and the general public.
- Work independently and exercise good time management and organizational skills.
- Communicate effectively with others, both orally and in writing.
- Safety perform various types of routine and extraordinary, repetitive, manual job tasks relating to the maintenance of a housing complex and associated auxiliary structures and open space areas, at a semi-skilled level in the areas of custodial, plumbing, electrical, general carpentry, unit fixtures and appliances, and groundskeeping.
- Responsible for maintaining the efficient and business-like operations of the Center.
- Maintains required records and documentation pertaining to client eligibility, purchases, inventory, tenant account receivables and payables, and any other required reportings according to program policy and procedures.
- Uses appropriate conflict-resolution skills to resolve tenant problems and disputes.
- Must be able to legally operate a motor vehicle.
- Organize tenant council for each housing season.
- Performs assigned tasks in both indoor and outdoor environments throughout the calendar year.
- Must reside on-site at the assigned migrant center on a year-round basis.
- Maintain a good attendance record.
- Conducts eligibility interviews with applicants, and makes a correct determination as to qualification for tenancy based on program regulations.
- Directly supervises, assigns, directs and evaluates work of subordinate staff.
- Develops and submits requested reports, and assists in preparation of related projects as requested.

Marginal Job Functions:

1. Prepare written correspondence.
2. Correctly and safely operate standard office equipment.
3. Interpret regulations relating to the operation of the center.
4. Be bilingual in Spanish/English, both orally and in writing.
5. Ability to train and mentor subordinate staff.
6. Have a good working knowledge of construction standards and techniques.
Essential Job Functions/Descriptions
Housing Complex Manager

*Typical Equipment Normally Assigned To This Classification:*

1. Riding Lawnmower
2. Powered edger/string weeder
3. Chain saw
4. Various shop/hand tools
5. Various motorized portable equipment
6. Motorized sewer auger machine
7. Step and extension ladders (to 18 feet)
8. Standard pick-up truck.
9. Air Compressor
10. Arc Welder
11. Furniture dolly.
12. Airless paint sprayer
13. Backpack blower
14. Misc. carpentry/electrical tools
15. 2-ton, 2-axle stake bed truck
16. Photocopy machine
17. Fax machine
18. Computer keyboard and terminal, including monitor.
19. Misc. small desk tools (stapler, scissors, etc.)
20. 4-Drawer file cabinet
21. Standard office desk, with side drawers
22. Misc. Personal Protection Equipment (PPE) including respirator, rubber gloves & boots, face shield, goggles, and ear protection.
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: ___________________________

INSTRUCTIONS

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.
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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? ___________________________
### Name And Location Of College(s) or University(s) Attended

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<tr>
<th>Major Course Of Study</th>
<th>Unit</th>
<th>Credits</th>
<th>Degree Type</th>
<th>Degree Date</th>
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#### Business, Correspondence or Trade Schools Attended

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<tr>
<th>Course Of Study</th>
<th>Certificate Type/Date</th>
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### 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".**

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<tr>
<th>#1. Employer:</th>
<th>Work Performed:</th>
<th>Dates Employed:</th>
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**Address, City, State, Zip Code:**

**Supervisor’s Name:**

**Phone #: (       )**

**Reason For Leaving:**

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<th>#2. Employer:</th>
<th>Work Performed:</th>
<th>Dates Employed:</th>
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**Address, City, State, Zip Code:**

**Supervisor’s Name:**

**Phone #: (       )**

**Reason For Leaving:**

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<th>#3. Employer:</th>
<th>Work Performed:</th>
<th>Dates Employed:</th>
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**Address, City, State, Zip Code:**

**Supervisor’s Name:**

**Phone #: (       )**

**Reason For Leaving:**
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.

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<th>Date Issued</th>
<th>Type of special license, certificate or honor</th>
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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.

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<th>Equipment Type</th>
<th>Describe Applicable Experience</th>
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List any computer software programs you have used, and rate your proficiency level:

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<th>Program Name</th>
<th>Level Of Expertise (Check One):</th>
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<td>Beginner</td>
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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
Supplemental Questionnaire for the Position of:

**Housing Complex Manager**

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:__________________________ Your Social Security #________________________

1. Summary of your experience and expertise in scheduling, organizing, and performing preventative, routine and extraordinary maintenance of housing units. Note specifically the type of materials, tools and equipment you have used.

2. Explain to what extent you have worked independently in a property management function (maintenance, groundskeeping and tenant services).

(Continue On Back Of Sheet)
3. Please explain your experience in each of the following property management areas: 1) maintaining and timely submission of required records and reports; 2) conduct of annual tenant recertifications/inspections; 3) delinquent rent collections and tenant evictions, and 4) resolution of tenant conflicts and problems.

4. Summarize your experience in eligibility calculations and tenant caseload management?

“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.
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 [    ] 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 [    ] No
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 or 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? C. Are you a military veteran? D. Are you a Vietnam Era Vet?
   2. [ ] Female 2. [ ] No 1. [ ] Yes
                     2. [ ] No

E. What is your age group? F. How did you know about this job opening?
   1. [ ] 18 - 25 years 1. [ ] Newspaper
   2. [ ] 26 - 35 years 2. [ ] Friend or Relative
   3. [ ] 36 - 39 years 3. [ ] Posting at other agency/organization
   4. [ ] 40-50 years 4. [ ] EDD, PITD or CVOC referral
   5. [ ] 51-60 years 5. [ ] Internet Web Site
   6. [ ] Over 60 years 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