EMPLOYMENT APPLICATION

An AA/EEO Employer



Housing Authority of the County of Marin 4020 Civic Center Drive San Rafael, California 94903 415/491-2525 FAX 415/472-2186 TDD 1-800-735-2929

INSTRUCTIONS TO APPLICANT: Please begin by printing your last name along the left side of the application. Type or use black ink when completing the application. Incomplete or illegible applications will not be considered. Resumes are not accepted in lieu of any part of the standard or supplemental applications. Do not write "see resume" as a response to any application question. Applications must be received in the Marin Housing office no later than 4:00 p.m. on the application deadline date shown on the job announcement. Postmarks are not accepted. Make copies of any application materials you wish to keep before you submit your application. Submitted application materials will not be returned.

EXACT JOB TITLE APPL	YING FOR:			
PERSONAL DATA	NAL DATA Social Security #			
Name				
(Last)	(First)		(Middle	Initial)
Mailing Address			 	
City	State	_ Zip Co	de	
Home Telephone ()	Business Telephone (_)		
TYPE OF EMPLOYMENT	(CHECK AT LEAST ONE BOX)			
☐ Regular, Full-Time	☐ Regular, Part-Time	□ Extr	a-Hire (٦	Temporary)
Are you currently employed t	by Marin Housing as a regular (not extra-h	ire) emplo	oyee? □	ì Yes □ No
Are there any departments w	here you do NOT want to work?			Yes □ No
If Yes, please specify:				······································
MILITARY SERVICE Veteran of U.S. Armed Service	ces? □ Yes □ No DD-2	14 Attach	ed? □	Yes □ No
If a Veteran, please list dates	s of Active Service:		 	
	RCLE APPLICABLE SKILL(S) than English) in which you are fluent.			
1	· · · · · · · · · · · · · · · · · · ·	Read	Write	Speak
2		Read	Write	Speak
OFFICE USE ONLY			ATE RECE	EIVED
Analyst	Reasons for rejection (circle on)			
Accepted Rejected Typing Speed (nwpm)				
Typing Opeca (hwpin)	Other:			

EDUCATION / BACKGROUND Please read the requirements section on the job announcement before completing this section.

	EDUCATION	AND EXPER	IENCE		
High School Graduate?	Yes No If No, P	assed High Scho	ool Equivalency	Γests? ☐ Υ∈	es 🖵 No
Name and Location of College or University	Course of Study	Degree Award	Dates Attended	Units Completed	Did You Graduate?
					☐ Yes
					☐ No
					☐ Attending
					☐ Yes
					☐ No
					☐ Attending
					☐ Yes
					☐ No
					☐ Attending
Business,					☐ Yes
Correspondence, Trade or Service Schools					☐ No
					☐ Attending
course(s) which satisfy these					
	tificates of professional or voc to the job announcement flyer.)		nce, licenses and	l expiration date	s. (Include date
Title	Issuing Agency				
Date Issued	Expiration Date		ID#_		
Title					
Date Issued	Expiration Date		ID#_		
	ONAL INFORMATION ever been convicted of a		Yes	□ No Date	e(s)
If Yes, please explain charges and circumstances					
Conviction is not an au relatedness.	tomatic bar to employme	ent. Each cas	se is reviewed	on the basis	s of job
Have you ever been di	scharged or resigned in	lieu of discha	ırge?	□ Yes □	No
If Yes, Please explain:					
Are you at least 18 year	urs of age? ☐ Yes ☐ I	No If No, pl	lease attach a	copy of you	r work permit.
Are you a U.S. citizen,	or legally authorized to	work in the U	nited States?	□ Ye	es 🛭 No
	nent, all new employees rization to work in the U		ed to furnish o	documentatio	on verifying
Are any relatives curre	Are any relatives currently employed by Marin Housing? ☐ Yes ☐ No				
If Yes, please list relative's name and relationship					

EMPLOYMENT HISTORY: Please list all job-related experience beginning with your most current employer. Include volunteer assignments, on-the-job training and military service if these experiences are relevant to the position for which you are applying. To list additional employers, copy this page and attach to application.

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				Month	Year	Month	Year
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S				# of Hrs	. Worked p	er Week _	
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	Position Title	Supervisor Name/Title	Telephone & Alea	Code			
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U					Monthly	Colony ¢	
R				ļ	Monthly S	balaly p	
R	Description of Your Duties						
E							
N							
Т							
	Reason for Leaving						
В	Name and Address of Organ	nization			om	T	
				Month	Year	Month	Year
N							
E							
X				# of Hrs	. Worked p	er Week _	
Т	Position Title	Supervisor Name/Title	Telephone & Area	Code	# of Peop	ماد	
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v	Description of Your Duties		•				
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E					Monthly S	Salary \$	
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S	Reason for Leaving						
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X				# of Hrs	. Worked p	er Week _	
Т	Position Title	Supervisor Name/Title	Telephone & Area	Code	# of Peop	le	
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REV_O					·	Salary \$_	

TRAINING A	ND/OR SPECIAL	SKILLS	
☐ Receptionist	☐ Adding Machine	☐ Shorthand (wpm)	☐ General Typing (nwpm)
☐ Bookkeeping	☐ Other		
☐ Computer Exp	perience (type)		Software
☐ Word Process	sor Experience (type) _		_
☐ Other			
On all position the time of ap		, a typing certificate is red	quired and must be submitted at
professional or	ganizations, certifica	rmation including additiona tes/licenses and/or special which you are applying.	I training, memberships in skills which you possess that you
		· · · · · · · · · · · · · · · · · · ·	
	paid for by Marin H		ssing a pre-placement physical your consent to the physical by
Signature			Date
			e and a satisfactory driving t be submitted at the time of
Driver's Licens	e No	State	Exp. Date
misstatement of Housing Autho	or omission of materi rity of the County of	al fact herein may cause fo Marin employment.	I understand and agree that any relative of my part of all rights to the
Date	Ар	plicant's Signature	

Notify Marin Housing immediately of any changes in your status after you submit your application.

AFFIRMATIVE ACTION QUESTIONNAIRE

Section 1233 of the State of California Government Code provides that applicants for employment by, and incumbent employees of, public agencies may be solicited to voluntarily declare their ethnic identification, provided this information shall be for research and statistical purposes only.

Please complete this section. It will be detached and kept separate and confidential. It will not be used in any way to make employment decisions.

Α.	Position					
B.	Date					
C.	Sex	⊒ Male	□Female			
D.	Is your age 40 ☐ Yes	or over?				
E.	Are you a per ☐ Yes	son with a ☐ No	disability?			
	Will you requi testing? ☐ Yes	re accomr □ No	nodations for			
F.	Ethnic Catego	ory (check	only one)			
	☐ White	☐ Bla	☐ Black			
	☐ Hispanic	☐ Asi	an or Pacific			
	Islander ☐ American Indian or Alaskan Native					
G.	Indicate specific source from which you learned about the position					
	☐ Newspaper (specify)					
	☐ Magazine (specify)					
	☐ Job Fair (specify)					
	☐ Organization (specify)					
	☐ Employee Referral (specify)					
	☐ Marin Housing					
	☐ Other (specify)					

Thank you for considering Marin Housing for employment. If you are looking for an urban setting with the pleasures and conveniences of a suburb, then employment with Marin Housing is the place for you. We appreciate that you have taken the time and effort to submit an application.

Working for Marin Housing can be an exciting and challenging opportunity. Regardless of your specific employment interest, you will be in an environment where you will learn about public service and the local community.

A "housing authority" Is a Unique and Often Little Understood Agency

As the local Housing Authority of the County of Marin, Marin Housing is a public corporation, separate and distinct from county government and other county and state agencies. While we administer programs funded by the U.S. Department of Housing and Urban Development (HUD), we also are separate and distinct from HUD.

Established in 1942 by local initiative, we are governed locally by a commission consisting of the Marin County Board of Supervisors and two citizens who are public housing residents. We function under the authorization of state legislation, and state law defines our mandate to manage public housing and finance new housing development.

We administer a variety of low-income housing programs and services such as:

- assisted housing in private apartments
- public housing

- housing information and referral assistance

These programs and services are funded from many different sources - state and local government, Community the Marin Foundation and other foundations, and the federal government through U.S. the Department of Housing and Urban Development.