



**Housing & Redevelopment
Authority of Duluth, MN**

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 Website: www.duluthhousing.com

Applicant Data

Title of Job Applying for: _____			
Name _____		Social Security No _____	
First	MI	Last	
Address _____		Phone: Home _____	
_____		Phone: Cell _____	
City	State	Zip	
Email _____			

Education

Name & Location of High School College, Technical or Other School	Course of Study	No. of Years or Credits Completed	Diploma or Degree Type	Did you Graduate?
1. Name: _____				
Location: _____				
2. Name: _____				
Location: _____				
3. Name: _____				
Location _____				

Licenses & Memberships

List all job-related licenses, registrations, certificates or other professional memberships below.		
Type of Licensure or Membership	Issuing Organization	Issue Date - Expiration Date
1. _____		
2. _____		
3. _____		
Do you have a valid Driver's License <input type="checkbox"/> Yes <input type="checkbox"/> No	Issuing State: _____ License No.: _____	Class: _____

Technical Skills

List computer systems and/or software used and level of proficiency; list any other technical skills that may be relevant to the position you are applying for:

Employment History

Please note that while an attached resume may be helpful, it cannot be accepted as a substitute for completion of this section. Begin with your most recent employer first. Attach additional pages with complete information if necessary.

Employer:	Phone Number:		
Address:	City:	State:	Zip:
Your Job Title:	Supervisor's Name:		
Employment Dates: From:	To:	Hours per Week:	
Starting Salary:	Last Salary:	Reason for Leaving:	
Job Duties:			
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer:	Phone Number:		
Address:	City:	State:	Zip:
Your Job Title:	Supervisor's Name:		
Employment Dates: From:	To:	Hours per Week:	
Starting Salary:	Last Salary:	Reason for Leaving:	
Job Duties:			

Employer:	Phone Number:		
Address:	City:	State:	Zip:
Your Job Title:	Supervisor's Name:		
Employment Dates: From:	To:	Hours per Week:	
Starting Salary:	Last Salary:	Reason for Leaving:	
Job Duties:			

Please provide dates and reasons for any time not accounted for during the past ten years of employment:

Please provide any additional information regarding your employment history that you feel is noteworthy:

Employment References

List 3 professional/work references. Do not include relatives.

Name & Title	Firm Name & Address	Phone Number & Relationship
1.		
2.		
3.		

NOTICE TO APPLICANTS

Your rights as a subject of data.

Minnesota Statutes Chapter 13, concerning government data practices, requires that you be informed that the following types of information you are asked to provide in the employment application process are considered private data: name, home address, home phone number, social security number, gender, racial/ethnic group, disability status, and test accommodation information.

This means that this information is available only to you, to employees from the Housing and Redevelopment Authority of Duluth whose work assignments reasonably require access to it during the hiring process, and to government agencies and officials with statutory authority to see it. We ask for this data to distinguish you from other applicants, to allow us to contact you, to enable us to comply with equal employment opportunity and affirmative action requirements, to meet federal reporting requirements and to provide appropriate accommodations.

If you do not provide your name, address and telephone number, we may not be able to contact you or consider your application. If you do not provide your social security number, other data which you provide will be used to identify you in the application process. If you do not supply gender, racial/ethnic group, and disability status information, it will be more difficult for us to evaluate our efforts to comply with equal employment opportunity and affirmative action requirements. If you do not provide test accommodation data, we may not be able to accommodate you.

You are not legally required to provide any of the private data listed above. If you do provide such information and are certified as eligible for appointment to a vacancy or if you become a finalist for a position, your name will become public data and may be provided to anyone who requests it. All other information you supply in the application process, except that described as private above, is public and may be provided to anyone requesting it.

Applicant Declaration and Certification

PLEASE READ THE FOLLOWING CAREFULLY, THEN SIGN THE APPLICATION BELOW IF YOU AGREE.

- I certify that all the information I have provided as part of my application is complete, truthful, and not misleading to the best of my knowledge. I understand that giving false information or omitting information could result in rejection of my application or dismissal if I am hired.
- I am a United States citizen or I am lawfully entitled to work in the United States. (Prior to hire I acknowledge that I am required to provide proof of eligibility to work in the United States).
- I do not have any conflicts of interest with the HRA. If I believe I have a potential conflict of interest I am listing it here for review:
- If selected for an interview or given a conditional offer of employment, I authorize the HRA of Duluth to verify information provided by me to determine whether or not I am qualified for the position for which I am applying (this includes verifying any licenses held and required for the position, education history, and employment history).
- If selected for an interview or given a conditional offer of employment, I authorize all current and previous employers to release job-related information upon request of the HRA of Duluth; and, authorize the HRA of Duluth to communicate with references and any representatives of prior employers regarding my past job performance and disciplinary history. However, I understand that if, in the Employment History section, I have answered "No" to the question, "May we contact your present employer?", contact will not be made without my specific authorization.
- If given a conditional offer of employment, I authorize the HRA of Duluth to conduct background checks including but not limited to financial, criminal, and sex offender registry checks.
- If given a conditional offer of employment, I acknowledge that I must pass a pre-employment drug screen as required by HRA policy.
- I have read and understand the information in the "Notice to Applicants" section above which pertains to Data Privacy and applicant rights as a subject of data.

Signature of Applicant

Date

Important Information

Equal Employment Opportunity

The Housing and Redevelopment Authority of Duluth, Minnesota will hire and promote without regard to such non-job related distinctions as race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.

Veteran's Preference

To qualify for Veteran's Preference, you must meet all of the following:

1. Must have separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, or by reason of disability incurred while serving on active duty, and be a United States citizen or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who is not able to qualify because of the disability; and
2. Must not be eligible for or currently receiving a monthly veteran's pension benefit based on length of military service.

Are you applying for Veteran's Preference Points? Yes No

If yes, please indicate preference requested:

- I am a non-disabled veteran (10 points)
 I am a disabled veteran (15 points)
 I am the widow/widower (not remarried) of a deceased veteran (10 points)
 I am the spouse of a disabled veteran who cannot work because of the disability (15 points)

Veteran's preference points will not be added unless a minimum passing score is achieved first (excluding preference points). You will be required to provide proof of the validity of Veteran's Preference Points you claim before you are hired.

SECTION 3 CERTIFICATION

The Housing & Redevelopment Authority of Duluth, Minnesota (HRA), in compliance with the requirements of the Housing Act of 1968, as amended in 1994, has implemented a Section 3 Program to ensure that employment, training and other economic opportunities generated by HUD financial assistance shall, to the extent feasible, be directed to low and very-low income persons. The information requested below will assist the HRA in monitoring outreach and recruitment efforts.

1. Are you a resident of HRA Public Housing? Yes No
2. Are you a participant in the HRA Section 8 Program Yes No
3. Are you a participant in the HRA Family Self-Sufficiency Program? Yes No
4. Is your household gross annual income, (adjusted for household size) less than the amounts listed below? Yes No

Household Size	Gross Annual Income
1 person	\$43,050
2 persons	\$49,200
3 persons	\$55,350
4 persons	\$61,450
5 persons	\$66,400
6 persons	\$71,300
7 persons	\$76,200
8 persons	\$81,150

Voluntary Information

The information requested below will be used to evaluate our efforts to reach all segments of the population. The information is voluntary and private. This page will be detached from the completed application prior to the selection process. This information will not be maintained in personnel files and it will not be made available to persons involved in the individual's selection to a position. We appreciate your cooperation in our efforts to ensure Equal Employment Opportunity.

Name: _____

Position applied for: _____ Date: _____

Please check the appropriate boxes.

Gender: Male Female

With which racial/ethnic group do you consider yourself?

- Asian/Pacific Islander
- Native American/Alaskan Native
- African American
- Caucasian
- Hispanic
- Other: _____

Disability status, defined as:

(1) a physical or mental impairment that substantially limits one or more of the major life activities; (2) has a record of such impairment; (3) is regarded as having such impairment.

Do you claim disability status? Yes No

Do you require special test or other applicant process accommodations? If so please specify type of accommodation needed:

How did you learn about this job?

- MN Department of Employment
- Duluth News Tribune
- Duluth Budgeteer News
- MN NAHRO
- HRA website
- Community based referral
- HRA employee referral
- Other (please list) _____

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