

The City of Westminster

APPLICATION FOR EMPLOYMENT

To Applicant: We appreciate your interest in the City of Westminster, and will use this application in evaluating your qualifications for employment. This is not an employment contract. Please answer all questions completely and accurately. If you do not understand any questions, or need assistance in completing this application, please ask. A personal resume may be attached to supplement this application. This application will be considered during the recruitment for the position applied for as noted below, after which it will become inactive.

The City of Westminster firmly commits to a policy of equal employment opportunity for applicants and employees, consistently complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of origin, marital status, disability, sexual orientation, genetic information, political affiliation, or status in any other group protected by federal/state/local law. If you feel that you have been treated unfairly or in a discriminatory manner during the recruitment process, you should promptly contact the City Administrator. False or misleading statements on this form are grounds for termination of the application process or, if discovered after employment, termination of employment.

Position Applied For **Housing Specialist** Date _____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Have you worked under any other name? If so, state name _____

Date of Birth _____ **(Complete only if under age 18)**

Home Phone Number (____) _____ Best time to reach you _____

Is there another phone number where you can be reached? _____ At what time? _____

Email address _____

If offered a position, within three days of your employment, would you be able to present documents that prove your eligibility to work in compliance with the Immigration Reform and Control Act? _____

If you were referred to the City by a current City employee, please provide his/her name _____

Are you employed now? _____ May we contact your present employer? _____

Has the City of Westminster ever previously employed you? _____ If so, when? _____

When would you be able to start work? _____ Rate of pay expected _____

Are you available for: Full time _____, Part time _____, Temporary _____, Seasonal _____ work?

Are you available for evening, weekend or overtime work if necessary? Yes _____ No _____

Can you travel if a job requires it? Yes _____ No _____

EMPLOYMENT HISTORY

Please provide information from your last four positions, starting with your most recent or current employer. Please answer every question in this section, and include military history and rank.

Employer's / Company Name _____
Address _____ Phone # _____
Type of Business _____ Name & Title of Supervisor _____
Date Hired _____ Date Left _____ Rate of Pay _____
Your Job Title _____ Duties _____
Reason for Leaving _____ May we contact? _____
Employer's / Company Name _____
Address _____ Phone # _____
Type of Business _____ Name & Title of Supervisor _____
Date Hired _____ Date Left _____ Rate of Pay _____
Your Job Title _____ Duties _____
Reason for Leaving _____ May we contact? _____
Employer's / Company Name _____
Address _____ Phone # _____
Type of Business _____ Name & Title of Supervisor _____
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Address _____ Phone # _____
Type of Business _____ Name & Title of Supervisor _____
Date Hired _____ Date Left _____ Rate of Pay _____
Your Job Title _____ Duties _____
Reason for Leaving _____ May we contact? _____

PLEASE READ BEFORE SIGNING

I hereby certify that the information given by me in this application is true and complete, and understand that if employed, false statements or omission of facts called for on this application shall be grounds for immediate dismissal. I authorize investigation of all statements contained in or with my application. I authorize all persons, schools, and companies to release any information concerning my background and hereby release said persons, schools or companies from any liability for any damage whatsoever for issuing this information. I also hereby release the City of Westminster, its employees and agents from any and all liability for any and all damage whatsoever in connection with investigating all statements and matters contained in or relating to my application for employment and in evaluating my application.

Because many of our positions require the use of City owned vehicles and almost all include a great deal of citizen/customer contact, the City of Westminster has in place a Substance Abuse Policy. This policy is taken very seriously, and violation of it may be grounds for termination of the employment relationship. If hired for a position that involves driving a vehicle of any kind, you will be required to produce a copy of your valid state driver's license.

I understand and agree that if offered a job, the first six months of employment shall constitute an orientation/training period. By my signature I understand and agree that the employment relationship between myself and the City of Westminster is not covered by any guarantees, obligations or contracts of employment, either expressed or implied. I further understand and agree that I have the right to terminate my employment at any time, and the City of Westminster retains a similar right. In submitting this application, I understand that it becomes the property of the City of Westminster, and will not be returned to me.

APPLICANT SIGNATURE _____ **(SEAL) DATE** _____

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

(Applicant signature is required by the State of Maryland)

APPLICANT SIGNATURE _____ **DATE** _____

Please note that the above section regarding lie detector or similar tests does not apply to those individuals who are seeking employment or who are currently employed by the Westminster Police Department.

01/29/07

FOR AFFIRMATIVE ACTION PROGRAM USE ONLY

Position Applied For: _____ Date _____

Is position applied for currently open? Yes _____ No _____

Was individual hired? Yes _____ No _____

If yes, position _____ Date _____

EMPLOYMENT ANALYSIS REGISTER

Gender: _____

Race: _____

Disability: _____

Other: _____

Referral Source: _____

EEO 2 Category: _____

Disposition: _____

Notes:

Completed By _____

Date _____

CITY OF WESTMINSTER

JOB DESCRIPTION

Housing Specialist
Grade: C
FLSA Status: Non-Exempt

Department: Infrastructure Services
Position Number: 651040
Date: 01/08

Job Summary: Provides support for Section 8 HCV program through administration of one or more program processes. Performs other program related duties as assigned.

Essential Functions:

(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Section 8 Housing Choice Voucher Program Functions:
 - a. Primary function is to administer either the Intake or Occupancy process, and provide backup on the other process:
 1. Respond to customer needs;
 2. Administers process according to program administration procedures;
 3. Provide required audit trail of transactions;
 4. Comply with all policies, regulations, and procedures;
 5. Schedules appointments for waiting list participants;
 - b. Prepare and submit written reports as required;
 - c. Rotate position with other Housing Specialist(s) to administer an alternative process periodically as directed by supervisor.
 2. General Office Support Functions:
 - d. Maintain up to date client and landlord records;
 - e. Respond to all e-mail requests
 - f. Receive, date and sort mail by priority; prepare all mail to be shipped by carrier;
 - g. Order and maintain office supplies, including supplies of forms as necessary for assigned programs;
 3. Keeps supervisor informed of unusual or detrimental issues in a timely fashion.
 4. Cultivates and maintains positive relationships with City staff and the public.
 5. Keeps informed of current City housing practices by attending workshops and educational programs or reading specialized literature.
 6. Performs other duties as assigned.
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Required Knowledge, Skills, and Abilities:

The employee is expected to perform or possess the following:

1. Thorough knowledge of the HUD Section 8 HCV policies and procedures.
2. Working knowledge of the City of Westminster's policies and procedures.
3. Act as a representative of the City of Westminster to the public.
4. Knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software.
5. Maintain confidentiality of information.
6. Effectively and efficiently organize, track, and maintain department records.
7. Establish priorities and organize workload effectively and efficiently.
8. Establish and maintain effective working relationships with other staff, successfully communicate with other staff members and members of the public, and work as a team.
9. Maintain a pleasant and productive working atmosphere.

10. Respond properly in emergency situations and complete assignments under pressure.
 11. Operate relevant computer systems, including hardware and software, and office machines.
 12. Keep relevant parties informed of major issues and recommend changes as appropriate.
 13. Operate relevant computer systems, including hardware and software, and office machines.
 14. Have, or obtain a recognized program Certification in either Occupancy, and/or Rent Calculation within six months of employment, and the second certification within 6 months of the first.
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Education and Experience:

1. Associates or Bachelors Degree in related field.
 2. Six months relevant experience.
 3. Or equivalent combination of formal training and related experience.
 4. Certification as Section 8 HCV Housing Specialist, or in either Occupancy or Rent Calculation.
 5. Fluency in Spanish preferred.
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Physical and Environmental Conditions:

Work requires usual demand for physical effort with lifting up to 20 pounds. Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.
