

Area Housing Authority of the County of Ventura FINANCIAL ANALYST Application Package

TO APPLY for the **FINANCIAL ANALYST position:**

Submit the completed required forms (and any voluntary forms you wish to include) via fax, U.S. mail, in person or email to the address below. All documents must be received by the final filing date on April 24, 2019 before 5:00 PM.

Email to: humres@ahacv.org

Fax to: (805) 480-9951

US mail or in person:

Attn: Human Resources,
Area Housing Authority
1400 W. Hillcrest Drive
Newbury Park, CA 91320

You *MUST* complete the following THREE forms and submit them to Human Resources by 5:00 PM on APRIL 24, 2019

- 1) AHA Employment Application (4 pages)
- 2) Supplemental Questionnaire (2 pages – plus any additional pages)
- 3) Notice to Applicants-AHA's use of background/investigative reports (1 page)

You *MAY* submit the following voluntary forms with your application.

These documents will not accompany your application to prospective supervisors, and are used the compilation of government record-keeping and reporting requirements.

- 1) Voluntary Self-Identification (*Veteran status*)
- 2) Voluntary Self-Identification (*Ethnic Category*)
- 3) Eligibility for Preference Certification Form (*Section 3*)

You *MAY* submit a copy of your recent resume. However, resumes will not be accepted in lieu of the completed application package.

Area Housing Authority of the County of Ventura
SUPPLEMENTAL QUESTIONNAIRE – FINANCIAL ANALYST

The purpose of this two-page Supplemental Questionnaire is to provide information to be used in the screening process to assess your qualifications for this position. Since this is a competitive process, failure to supply sufficient details when describing your prior relevant work experience may result in your elimination from the selection process.

Your Supplemental Questionnaire answers must not exceed one (1) typewritten double spaced page in length per question. Complete all questions, sign and date this Supplemental Questionnaire, then return via mail, email, fax or hand-deliver **with your completed Application and Notice to Applicants** to: Human Resources, AHA, 1400 W. Hillcrest Drive, Newbury Park, CA 91320; email: humres@ahacv.org, fax (805) 480-9951. The completed 'Area Housing Authority Application', 'Notice to Applicants' and this 'Supplemental Questionnaire' must be submitted to Human Resources by the deadline for you to receive consideration for the selection process. Resumes, while useful, will not be accepted in lieu of these documents.

Completed documents must be received by 5:00 pm on April 24, 2019

Answer each of the questions below on a separate page or pages.

Be sure your name is on each sheet!

1. Describe your experience in monitoring or analyzing budgets.
 - a. *What was your level of responsibility for this task and who did you report to?*
 - b. *What tools did you use?*

2. Describe your work experience in preparing financial reports, including for a Single Audit.
 - a. *Who else from the department was involved?*
 - b. *How did you verify accuracy?*
 - c. *What was your level of responsibility for this task and who did you report to?*

3. Describe a successful transition experience from your work history. What made it successful?
 - a. *What tools do you employ to transition successfully?*
 - b. *What do you find most challenging in times of transition?*

4. Describe a time during your professional career when a piece of your advice helped senior management make a better decision.

5. What types of correspondence do you produce in your current position? How is this different from past positions?

Printed name: _____

Page 1 Supplemental Questionnaire

SUPPLEMENTAL QUESTIONNAIRE – FINANCIAL ANALYST

Answer each question. Use 'N/A' as necessary.

Education / Experience Requirements		Yes	No	If you have a BA or higher, what was your major?	
BA or higher college degree?					
Total Years Experience In					
	Accounting		General Ledger		Audit Schedules
<i>Provide your total number of years' experience from all jobs/school in <u>each</u> of the following categories.</i>					
Yrs. Experience	REQUIRED Skills, Abilities and Experience:				
	Coordinated tax filings for numerous companies				
	Prepared audit schedules and assist with annual reports				
	Prepared journal entries				
	Prepared audit related reconciliations				
	Maintenance and analysis of General Ledger accounts				
	Monitor assigned annual budgets				
	Responsible for property and liability insurance renewals				
	Created financial reports using Excel and Word software programs				
	Analyzed monthly budget variances				
	Prepared year-end schedules				
Yrs. Experience	DESIRED Skills and Experience:				
	Experience with public sector				
	Yardi software experience				
	Audit experience				
	Analyzed general ledger accounts				
	Tax return experience				
	Prepared budgets				

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application, this Supplemental Questionnaire and any other accompanying documents are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for disqualification in the interview process.

I declare that these documents have been prepared by me to demonstrate my experience, knowledge and abilities as they relate to this position. I understand that any omission or misstatement of a material fact on this supplemental questionnaire or on any document used to secure employment, including my resume, shall be grounds for rejection of this application or for immediate discharge, if I am employed, regardless of the time elapsed before discovery.

Signature: _____ Date: _____

Printed name: _____ City where signed: _____



Area Housing Authority of the County of Ventura

1400 West Hillcrest Drive • Newbury Park, CA. 91320-2721 • (805) 480-9991, ext. 840 • (800) 800-2123 • FAX: (805) 480-9951

An Equal Opportunity Employer

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability, or any other legally protected status.

Applications are accepted for open positions only. A separate application is required for each open position desired. All sections must be complete within the application. Items left blank may be cause for disqualification or dismissal, if employed. Supporting materials may be attached to this application.

A RESUME WILL NOT SUBSTITUTE FOR THE INFORMATION REQUESTED IN THIS APPLICATION

PERSONAL INFORMATION

Please Print Clearly

Form with fields for: Last Name, First Name, Middle Name, Today's Date, Current Street Address, City, State, Zip, Permanent Street Address, Cell phone number, Home phone number, Best daytime phone number, E-Mail Address, Position applying for (FINANCIAL ANALYST), Salary desired, Have you ever worked for the Area Housing Authority before?, How did you learn about this opening?, Do you have any friends or relatives working for the Area Housing Authority?, Are you a Section 8 landlord?, Are you a participant or applicant of any Area Housing Authority programs?, If hired, would you have a reliable means of transportation to and from work?, Do you have a valid California driver's license?, Are you at least 18 years old?, Have you ever served in the military?, Are you legally eligible to work in the United States?

The AHA will consider reasonable accommodation measures that may be necessary for eligible applicants and employees to perform the essential functions of the job. If you need an accommodation for interviewing or job testing, please contact Human Resources immediately.

Area Housing Authority Employment Application – Page 2

EMPLOYMENT HISTORY

Starting with your most recent employer, list all present and past employment for the last **ten** years. List each change of title or promotion separately. Explain any gaps between employment periods. **If more space is needed, use additional sheets.** Include relevant volunteer experience. *It is not acceptable to write "See Resume".*

Dates Employed From / To	Employer Name	Address
-----------------------------	---------------	---------

Normal Schedule	Your Job Title	Reason for leaving
-----------------	----------------	--------------------

Your supervisor's name	Your job duties
Supervisor email:	
Company phone number	
Company website address:	

May we contact this employer for a reference? Yes No

Dates Employed From / To	Employer Name	Address
-----------------------------	---------------	---------

Normal Schedule	Your Job Title	Reason for leaving
-----------------	----------------	--------------------

Your supervisor's name	Your job duties
Supervisor email:	
Company phone number	
Company website address:	

May we contact this employer for a reference? Yes No

Dates Employed From / To	Employer Name	Address
-----------------------------	---------------	---------

Normal Schedule	Your Job Title	Reason for leaving
-----------------	----------------	--------------------

Your supervisor's name	Your job duties
Supervisor email:	
Company phone number	
Company website address:	

May we contact this employer for a reference? Yes No

Yes **No** Have you ever been involuntarily terminated or requested to resign from any position? *(Do not include layoffs)*
If "Yes", explain or attach separate sheet if necessary.

Area Housing Authority Employment Application – Page 3

EDUCATION, TRAINING AND EXPERIENCE

Check the appropriate box: *(If no diploma, list the highest grade you completed)*

High School Diploma GED or High School Equivalency Certificate No Diploma # Years Completed : ____

List Colleges, Universities, Vocational and/or Business Schools You Attended

School Name	School Address	Years Completed	Major Course of Study	Degree Awarded?	Degree Title or # units completed
				Y / N	
				Y / N	
				Y / N	

List Professional Licenses or Certificates That You Currently Hold	Date Issued	Date Expires	Number and State	Was License or Certification ever revoked or suspended?
				Y / N
				Y / N

List computer software in which you are proficient *(if applicable for this position)*

Yes No

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at the Area Housing Authority? If "Yes," please explain:

COMPLETE FOR BILINGUAL POSITIONS ONLY

Yes Some of our clients do not speak English. Do you speak, write or understand any other languages?
 No If "Yes", list them below. *(including Sign Language)*

	Written Fluency	Spoken Fluency
1. _____	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair
2. _____	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair

REFERENCES

List two people below whom we have your permission to contact **who have knowledge of your work performance** within the last five years. **Do not list personal or social references.**

First Name	Last Name	Best Telephone Number To Reach This Person ()
How they know you		Number of Years Acquainted
Their current occupation		Best email address to reach this person
First Name	Last Name	Best Telephone Number To Reach This Person ()
How they know you		Number of Years Acquainted
Their current occupation		Best email address to reach this person



**Area Housing Authority of the County of Ventura
Area Housing Authority Employment Application – Page 4**

Read Carefully, Initial Each Paragraph and Sign Below

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my opportunity for employment and the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of a material fact on this application or on any document used to secure employment, including my resume, shall be grounds for rejection of this application or for immediate discharge, if I am employed, regardless of the time elapsed before discovery.

Initials I hereby authorize the Area Housing Authority of the County of Ventura to thoroughly investigate my references; work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Area Housing Authority of the County of Ventura any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Area Housing Authority of the County of Ventura, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials I understand that if offered employment, the offer will be contingent on my passing these pre-employment screenings: illegal drug and marijuana test; physical; criminal background check; prior work history verification; and E-Verify eligibility to work verification. By signing this application, I **voluntarily agree** to submit to a pre-employment alcohol/drug screen, pre-employment physical, and background check upon request. I understand that failure to pass any of these post-offer, pre-hire activities will result in withdrawal of the employment offer. I understand to be eligible for hire and if offered employment, I must meet all Area Housing Authority of the County of Ventura and HUD requirements applicable to this position.

Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Area Housing Authority of the County of Ventura. No manager, supervisor, or employee of the Area Housing Authority of the County of Ventura has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the Executive Director has the authority to make any such agreement and then only in writing, None of the Area Housing Authority of the County of Ventura’s Human Resources policies and procedures are intended to interfere with employees’ right to engage in concerted protected activity or to discuss the terms of their employment or working conditions with or on behalf of co-workers.

My signature below certifies that I have read and understand the contents of this Employment Application, including the initialed paragraphs above, and agree to the terms and conditions outlined in this application. I declare under penalty of perjury under the laws of the State of California that all of the foregoing is true and correct.

Applicant’s Signature

Date

Your Printed Name

NOTICE TO APPLICANTS
AREA HOUSING AUTHORITY
OF THE COUNTY OF VENTURA
USE OF BACKGROUND AND INVESTIGATIVE REPORTS

The Area Housing Authority of the County of Ventura [AHA] may use a variety of methods to confirm your prior work experience, criminal activity, driving record, character, general reputation and personal characteristics. This information may be used in decisions about your employment at the AHA.

Although the AHA application package only asks for your employment history for the past ten (10) years, the AHA may seek confirmation of relevant prior work history throughout your entire work history.

To obtain this information before, the AHA may:

- contact your prior employers via phone, fax or mail;
- search local court records via the internet and through a third party;
- contact educational institutions to confirm levels of education obtained;
- contact those individuals you identify as personal references.

You have the right to decline authorization of these reports. However, without these reports, the AHA may not be able to properly confirm whether you meet the job requirements; and the AHA may decide not to offer you employment.

If the AHA uses a third party to conduct these background and investigative reports, the AHA will certify to that third party that we have notified you of your rights, obtained your permission to get the background check, complied with all of the FCRA requirements, and won't discriminate against you or otherwise misuse the information in violation of federal or state equal opportunity laws or regulations.

If you authorize the AHA to conduct these background and investigative reports, you must indicate your authorization by your signature and date at the bottom of this page.

My signature below certifies that I have read and understand the contents of this Notice, and further, that I agree to the terms and conditions outlined in the AHA application package.

Applicant's Signature

Date

Your Printed Name



Area Housing Authority of the County of Ventura

1400 West Hillcrest Dr. Newbury Park, CA 91320-2721
(805) 480-9991 • FAX (805) 480-1021

Serving Camarillo, Fillmore, Moorpark, Ojai, Simi Valley, Thousand Oaks, and the unincorporated areas of Ventura County

FINANCIAL ANALYST

10/40 workweek: Monday-Thursday 7:00 AM-5:00 PM

Salary: \$27.86 - \$33.55 per hour plus full benefits
Opening Date: April 1, 2019
Closing Date: April 24, 2019 5:00 PM

THE AGENCY AND COMMUNITY

The Area Housing Authority is an independent, non-profit agency serving the residents of Camarillo, Fillmore, Moorpark, Ojai, Simi Valley, Thousand Oaks and the unincorporated areas of Ventura County. The AHA's mission is to be a leader providing opportunities and assistance to people in need of affordable housing through development, acquisitions, and partnerships. The agency is recognized by the U.S. Department of Housing and Urban Development as a "High Performer" agency in both its public housing and Section 8 program administration.

<http://www.ahacv.org>

Ventura County was named the "most desirable" place to live in the U.S. by the Washington Post and the U.S. Department of Agriculture in 2015. Home to several of the safest communities in the U.S., including Thousand Oaks, Simi Valley, Newbury Park and Moorpark. Overall, crime in the county is 33% lower than California and U.S. rates.

THE POSITION

Under the supervision of the Director of Finance, the Financial Analyst will perform a variety of complex, responsible and varied analytical and financial tasks. Conduct research and analysis in a variety of areas including, but not limited to financial planning, audit and tax return support. Provide support to the Director of Finance.

REQUIRED EXPERIENCE AND EDUCATION

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed below. Typically, this would be gained through a Bachelor's degree in finance, accounting, business administration or related field **AND** six years of broad and extensive experience in account, finance or related field, including an increase in level of responsibility.

PREFERRED EXPERIENCE AND EDUCATION

Experience with public sector, Yardi software, audit and tax returns.

REPRESENTATIVE TASKS MAY INCLUDE

Prepare AHA audit schedules and assist with annual reports. Prepare special reports/studies as required by management. Perform a variety of technical accounting work, including the preparation of journal entries, account reconciliations, related schedules and reports. Participate in the maintenance and analysis of all General Ledger accounts. Participate in the review and analysis of departmental budget requests. Monitor assigned annual budgets. Responsible for property and liability insurance renewals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Theory, principles and practices of fiscal operations, accounting and auditing; Principles and procedures of accounts payable and receivable, financial analysis and budgeting, basic and financial record keeping and reporting; Governmental accounting and reporting requirements; Internal control and audit principles and practices; Finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles; Pertinent federal, state and local laws, codes and regulations; Principles and practices of financial record keeping, internal controls and reporting; Principles of business letter writing and report preparation with the ability to proofread for grammar, spelling and punctuation with a high degree of accuracy; Office procedures and equipment; and Applicable computer applications such as Microsoft Office, databases and automated business computing systems.

Ability to:

Demonstrate excellent analytical skills. Understand and apply regulations, procedures and guidelines; Communicate effectively, professionally, and precisely in English orally and in writing; Understand and interpret complex contracts and agreements, be able to extrapolate pertinent information; Analyze and interpret complex financial records; Perform research and prepare clear, accurate and concise tables, schedules, summaries and other materials in statistical and narrative form; Establish and maintain various data collection, record keeping and tracking of reporting systems; Research, analyze and interpret complex financial accounting records and transactions; Handle diverse financial and office needs; Plan and organize work to meet changing priorities and deadlines; Establish and maintain effective professional working relationships with those contacted in the course of work; Plan, organize, coordinate and evaluate assigned activities; Exercise independent judgment, discretion, and maintain confidentiality. Remain diligent, highly motivated, and conscientious. Quickly adjust to changing situations.

UNIQUE or SPECIAL REQUIREMENTS FOR THE POSITION

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds); to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Tasks may require occasional need to lift items weighing up to 31.5 pounds. Tasks may require ability to operate a vehicle to drive from site to site on AHA business. Must be able to drive; have and maintain access to an automobile or other means of transportation, when and if required to travel on AHA business. Must possess and maintain a valid California driver's license and current automobile insurance in accordance with California law, with a driving record acceptable to the AHA's insurance company. May be required to attend appropriate technical training workshops and classes. Must be bondable.

APPLICATION PROCESS

Each applicant must submit a completed Area Housing Authority Application Package to the Human Resources Office on the final filing date of Wednesday, April 24, 2019 by 5:00 PM. Completed application packages may be emailed to humres@ahacv.org, faxed to (805) 480-9951, mailed or submitted in person at the Area Housing Authority of the County of Ventura at 1400 W. Hillcrest Drive, Newbury Park, CA 91320. Failure to complete the employment application package in its entirety will disqualify candidates from further consideration. **A VALID EMAIL ADDRESS MUST BE INCLUDED IN EACH REQUEST FOR AN APPLICATION PACKAGE.**

COMPENSATION AND BENEFITS

The AHA offers a competitive benefits package including a monthly contribution toward the cost of health (choice of Blue Shield PPO/HMO and Kaiser), dental, and vision insurance. Group term life insurance is provided. The agency contributes 13.7% of salary into a 403(b) retirement plan following six months continuous employment.

THE HIRING PROCESS

- After an offer of employment but before hire, the successful candidate must pass a drug screen; a routine criminal background check; and a physical functional assessment to demonstrate the candidate's ability to physically perform the essential functions of this position (with or without reasonable accommodations for any disability as defined in the Americans with Disabilities Act.) We test for marijuana and illegal drugs. All post-offer, pre-hire test costs will be paid by the AHA.
- The successful candidate must also be able to demonstrate eligibility to work in the USA prior to hire.
- Applicants with college degrees must attach a copy of their college degree or college transcripts for verification of required units.
- A current, detailed resume may be submitted, but it will not be accepted in lieu of a completed application package. Failure to complete the employment application package prior to the filing deadline will disqualify candidates from further consideration.

The AHA is an equal employment opportunity employer. Veterans and individuals with disabilities are encouraged to apply. If any form of accommodation is required in the completion of the application package, please contact Human Resources at (805) 480-9991, ext. 840.

NOTICE TO APPLICANTS

Before the AHA takes an adverse employment action, (for example, not hiring an applicant or firing an employee based on background information obtained through a company in the business of compiling background information), the AHA will give the applicant or employee:

- a notice that includes a copy of the consumer report the AHA relied on to make its decision;
- a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act"

The purpose in providing you a notice in advance of taking an adverse employment action is to allow you the opportunity to review the report and explain any negative information.

If an adverse employment action is taken, the AHA will tell you (orally, in writing, or electronically):

- that you were rejected because of information in the report;
- the name, address, and phone number of the company that providing the report;
- that the company providing the report didn't make the hiring decision, and can't give specific reasons for it; and
- that you have a right to dispute the accuracy or completeness of the report, and to get an additional free report from the reporting company within 60 days.

The AHA disposes of background reports in full compliance of EEOC and FTC regulations, and within the AHA's record retention policy. All paper records are destroyed securely by a third party shredding company. Electronic files or media are destroyed or erased so that the information cannot be read or reconstructed.

INQUIRIES REGARDING YOUR APPLICATION STATUS

Applicants for positions with the Area Housing Authority of the County of Ventura 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 Area 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 will some written communication regarding the status of your application within 2-3 weeks of the closing date of recruitment. **Email will be the primary method of written communication. Therefore be sure to include a valid email address within your application.**

We ask for your patience and cooperation in this matter.

NOTICE OF REQUIRED DRUG TESTING

Pursuant to the Drug-Free Workplace Act of 1988, the Area Housing Authority of the County of Ventura 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 marijuana, 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, marijuana 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 Area 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 Area 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 marijuana or illegal drug use, in addition to denial of employment, may also cause eviction and/or termination from public housing programs.

Veteran and Gender Self-Identity Form

This company is subject to Executive Order 11246, as amended, which requires Federal contractors to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. We are therefore requesting information about the race, gender and veteran status of our applicants in order to comply with government reporting requirements and in order to ensure equal employment opportunity.

Position Applied For:	FINANCIAL ANALYST	Today's Date:				
Your Name:						
Gender: (<i>check one</i>)	<input type="checkbox"/>	Female	<input type="checkbox"/>	Male	<input type="checkbox"/>	Non-binary

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment:

(1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. (*See definitions below.*)

CHECK ONE:

- I identify as one or more of the numbered classifications of protected veterans below.
 I am not a protected veteran.

Veteran of the Vietnam-Era - Means a person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.

Special Disabled Veteran - Means (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap or (ii) a person who was discharged or released from active duty because of a service connected disability.

Other Protected Veteran - Includes any veteran who served on active duty in the U.S. military, ground, naval or air service in a war, campaign or expedition in which a campaign badge has been authorized under laws administered by the Department of Defense.

Recently Separated Veteran - Any veteran who served on active duty in the U.S. military, ground, naval or air service during the one year period beginning on the date of such veteran's discharge or release from active duty.

Armed Forces Service Medal Veteran - Includes any veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which a service medal was awarded pursuant to Executive Order 12985.

This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This rule prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans. We are equal employment opportunity employers of individuals with disabilities.

Completion of this data is voluntary and will not affect your opportunity for employment or terms or conditions of employment, if hired. Identification can be declared at any time prior to or, if applicable, after hire. This information will not accompany your application to prospective supervisors. Contact Human Resources at 805.480.9991, ext 840 if you have any questions. (CONFIDENTIAL - FOR STATISTICAL USE ONLY)

Ethnic Self-Identity Form

Position Applied For:	FINANCIAL ANALYST	Today's Date:	
Your Name:			

This company is subject to Executive Order 11246, as amended, which requires Federal contractors to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. We are therefore requesting information about the race, gender and veteran status of our applicants in order to comply with government reporting requirements and in order to ensure equal employment opportunity.

(Please check one of the descriptions below corresponding to the ethnic group with which you most identify.)

Ethnic Category (as defined by the U.S. Equal Employment Opportunity Commission)

Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino)

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino)

A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino)

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino)

A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino)

All persons who identify with more than one of the above five races.

Individual with Disabilities

Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(s). ***We are an equal employment opportunity of individuals with disabilities***

Completion of this data is voluntary and will not affect your opportunity for employment or terms or conditions of employment, if hired. Identification can be declared at any time prior to or, if applicable, after hire. This information will not accompany your application to prospective supervisors. Contact Human Resources at 805.480.9991, ext 840 if you have any questions. (CONFIDENTIAL - FOR STATISTICAL USE ONLY)

VOLUNTARY ELIGIBILITY FOR SECTION 3 PREFERENCE CERTIFICATION FORM

All residents of public housing developments of the Area Housing Authority of the County of Ventura [AHA] qualify as Section 3 residents. Additionally, individuals residing in the County of Ventura who meet the income limits set forth below also qualify for Section 3 status. *A picture identification card and proof of current residency is required upon hire.*

Area Housing Authority Income Eligibility Guideline – Effective June 1, 2018

Number in Household	Extremely Low Income 30% of median	Very Low Income 50% of median	Low Income 80% of median
1 individual	\$21,300	\$35,500	\$56,800
2 individuals	\$24,350	\$40,600	\$64,900
3 individuals	\$27,400	\$45,650	\$73,000
4 individuals	\$30,400	\$50,700	\$81,100
5 individuals	\$32,850	\$54,800	\$87,600
6 individuals	\$35,300	\$58,850	\$94,100
7 individuals	\$38,060	\$62,900	\$100,600
8 individuals	\$42,380	\$66,950	\$107,100

*All applicants: Check one of the boxes above.
Complete the section(s) below as appropriate for your circumstances.*

PRINT Your Name: _____

I do NOT meet the income eligibility requirements to qualify for Section 3 Preference in training and employment based on the income eligibility guidelines above.

I DO meet the income eligibility requirements to qualify for Section 3 Preference in training and employment based on the income eligibility guidelines above.

Complete the section below only if you currently reside in an AHA apartment.

Certification for Resident Seeking Section 3 Preference in Training and Employment

I, _____, am a legal resident of the

_____ Apartment Complex. My permanent address is:

_____ CA, _____
Street Address,
City
Zip code

_____ _____
Signature
Date Signed

A Section 3 Resident seeking the preference in training and employment provided by this part shall certify, or submit evidence to the recipient contractor or subcontractor, if requested, that the person is a Section 3 resident, as defined in Section 135.5. (Examples of evidence of eligibility for the preference is evidence of receipt of public assistance, or evidence of participation in a public assistance program.)