



Housing & Redevelopment Authority of Virginia, Minnesota

APPLICATION FOR EMPLOYMENT INSTRUCTIONS, DISCLOSURES & PREFERENCE INFORMATION

The Virginia HRA accepts online applications for open positions at <https://vhra.bamboohr.com/careers>. It is the HRA's policy to provide equal opportunity in employment. The HRA will not discriminate on the bases of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission or any other bases protected by law.

Resume

When uploading your resume with your online application, please make sure it includes the following information for all past employment:

Name of Employer

Supervisor Name

Address of Employer

Description of Duties

Telephone of Employer

Number and Titles of Positions Supervised

Position Held

Reason for Leaving

Start and Ending Dates

Three Professional References

Average Hours Per Week

Data Privacy Notice

Minnesota Statutes Chapter 13 requires that you be informed of the following regarding data requested on your electronic application. Name, home address, telephone numbers and e-mail are used to identify you and to contact you about potential job opportunities. If your name is not provided on the electronic application, we won't be able to process your application. If you don't provide contact information, we will not be able to contact you and may reject your application.

Accommodation Request

The Housing and Redevelopment Authority of Virginia, MN accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you would like to request a reasonable accommodation to complete the application process, please contact Dana Hiltunen, Executive Director at (218)741-2610.

Section 3 Applicants

Section 3 applicants are defined as those currently living in public housing, a Section 8 Housing Choice Voucher Holder, or other Section-8 assisted housing managed by the PHA or with a low or very low annual income. If you indicated on your electronic application that you qualify as a Section 3 worker, you must complete the self-certification form attached and return it to the Virginia HRA, 442 Pine Mill Court, Virginia, MN 55792 by the deadline of the position for which you are applying.

False Statements on Application is Punishable By Law

By submitting an application with the Virginia HRA, I understand that I am certifying that all the statements in the application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal or employments, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.





Housing & Redevelopment Authority of Virginia, Minnesota

I understand it is my responsibility to notify the Housing and Redevelopment Authority of Virginia, MN in writing of any changes to information reporting in this application for employment.

Veteran's Preference

If you are applying for Veteran's Preference Points, you must complete and submit the enclosed "Application for Veterans' Preference Points" along with the required documentation to the Virginia HRA, 442 Pine Mill Court, Virginia, MN 55792 by the application deadline for the position for which you are applying.

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.477, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.

The veteran must:

- A. be a U.S. citizen or resident alien;
- B. have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
 1. served on active duty for at least 181 consecutive days, or
 2. have been discharged by reason of service-connected disability, or
 3. have completed the minimum active-duty requirement of federal law, as defined by CFR title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty by the United States President, or
 4. certified service and verification of "veteran status" granted under U.S. PL 95- 202.

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

- Attach a copy of the "Member Copy 4" of your DD214 or DD215, or other documentation verifying service. This copy must state the nature of discharge; i.e., honorable, general, medical, under honorable conditions.
- Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision that supports/verifies the fact that the injury was incurred while on, or as a result of, active-duty service. Disability incurred while on, or as a result of, active duty for training purposes does not qualify for disabled veteran preference per Minn. Stat. §§ 197.455 and 197.447.
- A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's "Member Copy 4" DD214 or DD215, or other documentation verifying service, USDVA verification that veteran died on or as a result of active duty, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with the Virginia HRA. Please contact our office at (218) 741-2610 or your local County Veterans' Service Office, if you have any questions regarding veterans' preference.





Housing & Redevelopment Authority of Virginia, Minnesota

The purpose of HUD's Section 3 program is to provide employment, training and contracting opportunities to low-income individuals particularly those who are recipients of government assistance for housing or other public assistance programs. *Your response is voluntary, confidential, and has no effect on your employment.*

Eligibility for Section 3 Worker or Targeted Section 3 Worker Status

A Section 3 worker seeking certification shall complete and submit this form to the recipient contractor or subcontractor, self-certifying that the person is a Section 3 worker or Targeted Section 3 Worker as defined in 24 CFR Part 75.

Instructions: Enter/select the appropriate information to confirm you Section 3 worker or Targeted Section 3 Worker status.

Employee Name:

Are you a resident of public housing, a Section 8 Housing Choice Voucher Holder, or other Section-8 assisted housing managed by the PHA?

Yes No

Are you a resident of St. Louis County, MN?

Yes No

In the field below, select the amount of individual income you believe you earn on an annual basis.

- Less than \$19,000
 \$19,001 - \$31,650
 \$31,651 - \$50,600

More than \$50,601

I qualify as a: (select ONE of the following two options. Definitions are found on back of this page.)

Section 3 Worker

Targeted Section 3 Worker

Employee Affirmation

I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Employee Address:

Name:

Date Hired:

Signature: _____

Date:



St. Louis County

Section 3 Income Limits

Eligibility Guidelines

The worker's income must be at or below the amount provided below for an individual (household of 1) regardless of actual household size.

Individual Income Limits

Income Limit Area	Income Limits Category	FY 2023 Income Limits
County of St. Louis	Extremely Low-Income Limits (30%)	\$19,000
	Very Low-Income Limits (50%)	\$31,650
	Low Income Limits (80%)	\$50,600

Definitions for Public Housing Authority-funded Projects:

→Section 3 Worker – Any worker who currently meets, or when hired since November 30, 2020 met, one of the following criteria as documented:

- A low- or very low-income individual (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or
- Employed by a Section 3 business concern; or
- A YouthBuild participant.

→Targeted Section 3 Worker – Any worker who currently meets, or when hired since November 30, 2020 met, one of the following criteria as documented:

- Employed by a Section 3 business concern, Or
- Currently meets or when hired met a least one of the following criteria as documented since November 30, 2020:
 - A resident of public housing; or
 - A resident of other public housing projects or Section 8-assisted housing; or
 - A YouthBuild participant

FOR ADMINISTRATIVE USE ONLY

Is employee a Section 3 worker based upon their self-certification? Yes No

Is the employee a Targeted Section 3 worker based upon their self-certification? Yes No

Was this an applicant who was hired as a result of the Section 3 project? Yes No

If yes, what is the name of the company?

What is the date of hire?

EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.



Veterans' Preference

COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE

NOTE: VETERANS' PREFERENCE POINTS CANNOT BE CONSIDERED WITHOUT SUPPORTING DOCUMENTATION. ATTACH COPY OF "MEMBER COPY 4" VETERAN'S DD214, OR OTHER DOCUMENTATION VERIFYING SERVICE. DOCUMENTATION MUST BE RECEIVED BY THE APPLICATION DEADLINE OF THE POSTING IN ORDER TO BE CONSIDERED. (VETERAN IS DEFINED BY MINN. STAT. § 197.447)

You must submit a PHOTOCOPY of your "Member Copy 4" of your DD214 or other documentation verifying service to substantiate the services information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your "member Copy 4" of your DD214, or other documentation verifying service, contact your County Veterans' Service Office.

The Virginia HRA operates under a point preference system, which awards points to qualified veterans to supplement their application. Ten (10) points are granted to non-disabled veterans on open competitive examinations; Fifteen (15) points are awarded if the veteran has a service connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference for a **competitive exam**, you must have earned a passing score and been 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, **or** after having served

the full period called **or** ordered for federal, active duty **and** be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, who died on active duty or as a result of active duty, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active duty service connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five points preference only for the first promotion after securing employment with the Virginia HRA.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the "Member Copy 4" DD214, or other documentation verifying service, is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

Name (Last)	(First)	(MI)	Position For Which You Applied					
Address (Street)			(City)	(State)	(Zip)	Closing Date:	Phone Number	Are you a US Citizen or Resident Alien?
								<input type="checkbox"/> YES <input type="checkbox"/> NO

VETERAN (10 points):

"Member Copy 4" of DD214 or DD215, or other documentation verifying service, must be submitted to receive points

Honorably discharged veteran Yes No

DISABLED VETERAN (15 points):

"Member Copy 4" of DD214, or other documentation verifying service, and USDVA letter of disability rating decision of 10% or more must be submitted to receive points

Percent of Disability: _____%

SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death):

"Member Copy 4" of DD214 or DD215, or other documentation verifying service, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of active duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran.

Date of Death: _____ Have you remarried? Yes No

SPOUSE OF DISABLED VETERAN (15 points):

"Member Copy 4" of DD214 or DD215, or other documentation verifying service, and USDVA letter of disability rating decision of 10% or more must be submitted to receive points.

How does Veteran's disability prevent performance of a stated job "requirement?" Due to the veteran's service-connected disability the veteran is unable to qualify for this position because (be specific):

Signature _____

Date _____