

EXECUTIVE DIRECTOR

Application Package

Due: Tuesday, September 28th, 2021



**Red Bank Housing Authority
52 Evergreen Terrace
Red Bank, New Jersey 07701
(732) 741-1808**

APPLICATION PACKAGE

“Executive Director”

The Red Bank Housing Authority, New Jersey is searching for a highly qualified and motivated individual, with some recapitalization experience, to serve as its Executive Director. A copy of the job description is attached to the application package detailing the duties and qualifications for this position. All interested candidates must:

- 1) Complete the attached application
- 2) Submit a letter of interest with salary expectations
- 3) Submit a resume
- 4) Submit a writing sample (at least 500 words)
- 5) Execute the criminal/credit background release form

Applications must be submitted no later than Tuesday, September 28th, 2021. All application packages should be addressed as follows:

Red Bank Housing Authority
52 Evergreen Terrace
Red Bank, New Jersey 07701
Attn: Executive Director Search Committee

Applications will be vetted for completeness and the finalists will be personally interviewed.

Please note that an applicant’s failure to submit all required information will be grounds for disqualification.

Red Bank is located in Monmouth County, New Jersey on the southern bank of the Navesink River. It is located approximately 24 miles from New York City and is approximately 2 square miles in size and has a population of approximately 12,000 people. Red Bank is known for its great performing and visual arts scene. The Red Bank Housing Authority manages two (2) properties consisting of a total of 290 units (90 units of public housing & 200 units of Section 8 Housing Choice Vouchers). The tenant population at these facilities is a combination of families, elderly, disabled and handicapped. The families are located at Montgomery Terrace (40 units) and the seniors are located at Evergreen Terrace (50 units). The Housing Authority employs 5 full-time employees and 2 part-time employees

Information regarding the Red Bank Housing Authority may be obtained from its website which is located at: www.redbankhousing.org.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I authorize the Red Bank Housing Authority to undertake a reference, credit and criminal background check by signing this application. All information gathered as a result of this search will be maintained in strict confidence and only be utilized for purposes of determining suitability for employment.

Signature: _____ Date: _____

BACKGROUND CHECK

**Red Bank Housing Authority
TO BE COMPLETED BY CANDIDATE**

PLEASE PRINT ALL REQUESTED INFORMATION.

Name: _____

Other Names Used: _____

Current Address: _____

City/State/ZIP Code: _____

Social Security #: _____

Date of Birth* _____

The Red Bank Housing Authority is requesting your social security number (SSN) in order to expedite this check. Your SSN will not be disclosed to anyone outside the Housing Authority except as mandated by law.

Driver's License # _____ **State of Issue:** _____

In connection with my employment at Red Bank Housing Authority, I hereby authorize the Housing Authority to conduct a security background check on me. I understand that this security check will cover information such as criminal history, credit, education and employment, sanctions/exclusions, and professional licensure/certifications. I understand that this background check may also include information from previous employers relating to my work experience. I hereby release the Red Bank Housing Authority and its employees and agents from all liability resulting from the furnishing of this information to Red Bank Housing Authority. I certify that the statements made by me on this form and in the employment application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that any false statements made herein could void my consideration for employment, or could result in disciplinary action up to, and including termination.

Signature: _____

Date: _____

With few exceptions, you are entitled (at your request) to be informed about the information Red Bank Housing Authority collects about you. You are entitled to receive and review the information and correct information about you that is held by us and is incorrect. The collection, maintenance and distribution of this information is governed by all applicable federal and state laws

** DOB is being requested in order to obtain accurate retrieval of records*

This section to be completed by Red Bank Housing Authority

Position: Executive Director

Request Date:

Results:

Date: _____

Approved: Yes No HHA Representative: _____