



Tester Description of Duties

Title: Tester / Housing Investigator

Employment Status: Housing Investigators are employees of Pivot Staffing employment agency, and paid by Pivot Staffing with taxes withheld. However, all assignments, communication regarding assignments, and work product produced will be conducted solely and directly between FHCS and Tester.

Compensation:

- Testers are paid bi-weekly for all work completed during the payroll period
- As of the printing of this document, Testers are paid \$50 per rental test, \$50 per sales test, and \$20 per phone or email test completed. (Fees are subject to change. If services are not rendered in accordance with the Tester Agreement fees may be reduced or eliminated at the discretion of the Test Coordinator, Enforcement Coordinator, or Executive Director)
- Testers are reimbursed for mileage drive to and from the test site at the IRS rate, or for bus fees incurred when completing a test
- Reimbursement for a personal assistant will be provided per the approval of an accommodation request made by the Tester

Hours:

- Assignments are determined by the Test Coordinator
- There is no guarantee of test assignments which vary widely
- Acceptance of a test requires a Tester to follow through with the test assignment in accordance with the Tester Agreement
- Assignments may include evening and/or weekend hours

Duties:

- All applicants must complete a three-hour training provided by Fair Housing Contact Service prior to acceptance as a contracted Tester
- Tester must maintain regular communication (as outlined in the Tester Agreement) with the Test Coordinator regarding the status of the test
- Test report forms must be completed in full and provided to the Test Coordinator within the time frame set in the Tester Agreement
- All materials provided to a Tester by a Housing Provider must be given to the Test Coordinator with the completed final test report form
- All Testers are required to keep all aspects of their test duties confidential
- Testers must attend periodic training events as scheduled by Fair Housing Contact Service.
- Testers must be willing to participate in any litigation that stems from tests they conducted

Qualifications:

- Commitment to justice
- High school diploma or GED
- No felony, fraud, or perjury convictions. Violent crime and drug offenses will be reviewed
- Cannot be a housing provider (i.e. landlord, property manager, real estate agent, etc.)
- Ability to communicate effectively verbally and in writing.
- Strong attention to detail
- Experience renting or purchasing a house or apartment is helpful



Housing Investigator Application Form

**Application
Available in
Large Print upon
Request**

**Fair Housing Contact Service
441 Wolf Ledges Parkway, Suite 200
Akron, Ohio 44311**

We are happy to provide reasonable accommodations to applicants with disabilities upon request.

Personal Information					
1. Name					
2. Social Security Number					
3. Street Address & Apt. #					
4. City, State, ZIP Code					
5. Home Phone					
6. Cell Phone					
7. Work Phone					
8. E-Mail Address					
9. Indicate best days & times to reach you:					
10. Best method to reach you:					
11. Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	12. If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
13. Have you worked for Fair Housing Contact Service (FHCS) before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	14. If yes to #13, when?		
15. Are you at least 18 years of age?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	16. Have you ever been convicted of a felony, fraud, perjury, violent crime, drug offense, or had a judgment entered against you for another act of dishonesty?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
17. If yes to #16, explain:					
18. Have you or a family member ever worked as a real estate agent or broker? Or are you currently a housing provider (landlord, manager, etc.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	19. If yes to #18, explain and provide company name, if any:		
20. Housing Investigators may be called upon to be deposed or testify in legal proceedings regarding reports they have written in this role. Test reports and depositions may be used to prove charges of housing discrimination. Are you willing to be deposed or cross-examined in a court of law and make a substantial commitment of your time in the event that you are called upon to do so?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Education

1. Name of High School		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
2. Name of College		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Major:
3. Name of Graduate, Technical, or Vocational School		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Major:

Employment History

1. Company:		Phone:	()		
Address:		Supervisor:			
Job Title:		From:		To:	
Reason for Leaving:					
2. Company:		Phone:	()		
Address:		Supervisor:			
Job Title:		From:		To:	
Reason for Leaving:					
3. Company:		Phone:	()		
Address:		Supervisor:			
Job Title:		From:		To:	
Reason for Leaving:					

Skills & Experience

1. Are you able to demonstrate strong attention to detail? ("Yes" response required to serve as a Housing Investigator for FHCS.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Are you able to type?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. Are you able to use a word processing program (i.e., Microsoft Word)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4. Do you know how to use the internet?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5. What experience, if any, do you have writing essays, narratives, or reports?		
6. Please indicate any additional skills, experiences, or information you wish to share in the space provided. Additional pages may be attached if needed.		

Name: _____

Housing Investigator (Tester) Profiles/Characteristics

1. Please explain why you are interested in working as a Housing Investigator and what skills you have that would make you a good candidate (Use a minimum of 75 words).

2. Provide a detailed description of your current home (Use a minimum of 75 words).

Testing Locations

1. Please respond by indicating the areas you are willing to travel to in your role as a Housing Investigator.

Summit County	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Stark County	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Portage County	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Medina County	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Tuscarawas County	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Other Areas as needed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Rural Areas	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Urban Areas	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Are there any areas (i.e. neighborhoods, real estate agents' offices, apartment buildings, etc.) where you believe that you should not test because you might be known or recognized?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

3. If yes, please specify:

Name: _____

Emergency Contact Person

1. Emergency Contact's Name	
2. Street Address & Apt. #	
3. City, State, ZIP Code	
4. Home Phone	
5. Cell Phone	
6. Work Phone	
7. E-Mail Address	

Agreement and Signature

I certify that all information submitted by me on this application is true and complete, and I understand that if any false information omission, or misrepresentations are discovered, my application may be rejected. I agree to conform to Fair Housing Contact Service's rules and regulations, and I agree that my status as a tester and any compensation can be terminated "at will" with or without cause, and with or without notice, at any time, at either my or FHCS' option. I also understand and agree that the terms and conditions of my status as a tester may be changed, with our without cause, and with or without notice at any time by FHCS.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of Fair Housing Contact Service to provide equal employment opportunity without regard to race, color, religion, national origin, sex, family status, disability, age, military status, sexual orientation, or gender identity or expression.

Thank you for completing this application form and for your interest in working with us.