



MANAGEMENT SERVICES, INC.

Supplemental Questionnaire

Supplemental Questionnaire Instructions

For your convenience the Supplemental Questionnaire can be completed online but must be **hand signed** and **mailed directly** to RJA Management Services, Inc. to complete your application package.

An application package consists of two (2) copies of your resume with a signed cover letter outlining your qualifications, an RJA supplemental questionnaire, and a list of five (5) professional references.



Management Services, Inc.
Supplemental Questionnaire

ALL MATERIALS MUST BE
RECEIVED
SEPTEMBER 16, 2005
FOR CONSIDERATION.

TO APPLY: Submit a complete application package consisting of this completed questionnaire, 2 copies of a current resume with cover letter, and a list of 5 professional references. Please call RJA at (626) 447-3318 if you are unable to meet the deadline.

SEND TO: Dr. Richard Garcia, President, RJA Management Services, Inc., 550 W. Duarte Rd., Ste. 6, Arcadia, CA 91007.

Position Applying For:

CITY OF POMONA – PLANNING AND HOUSING DIRECTOR

First Name	MI	Last Name	Current Title
Home Address			Business Phone ()
			Home Phone ()
			Cell Phone ()
			Email
Degree(s) and Related Certificates	Dates Received		Have you ever been convicted of a felony or misdemeanor? (Pursuant to Ordinance 5356, the Criminal Records Ordinance. Convictions are not an automatic disqualification to employment.) If yes, please explain on an additional sheet of paper.
Are you bilingual? ____ Yes ____ No If yes, what language(s)?			____ Yes ____ No
			Do you have any objections to RJA conducting background checks? If yes, please explain on an additional sheet of paper.
			____ Yes ____ No

RJA would like for you to honestly evaluate your experience in/with the following job related activities.

Key: E = Extensive Experience L = Limited Experience
C = Considerable Experience N = No Experience

General Management	___	General Plan	___	Redevelopment	___
Strategic Planning	___	Gov't. Laws, Codes & Regulations	___	Council Relations	___
Team Building	___	Zoning	___	Community Relations	___
Employee Relations	___	Environmental Review	___	Intergovernmental Relations	___
Staff Development	___	Neighborhood Revitalization	___	Media Relations	___
Customer Service	___	Community Dev. Block Grant	___	RFP Development	___
Project Management	___	Real Estate	___	Dispute Resolution	___
Information Technology	___	Housing Development	___	Contract Negotiations	___
Urban Planning	___	Section 8 Housing	___	Report Writing	___

Please answer the following essay questions. Be concise. Use additional paper, but **no more** than one page.

- What can RJA say to the client about you that would convince them that you should be invited to the City for an interview?
- Do you have any concerns about the position?

In accordance with State Law, the information requested below shall be used for statistical purposes only. This information will be kept confidential and separate from the application form. Refusing to provide this information will have no impact on the evaluation process. Thank you for your assistance.

How did you hear about this position?	Race/Ethnic Group	Sex
___ RJA Letter ___ APA	___ African American ___ Hispanic	___ Female ___ Male
___ RJA Call ___ CA Planning Assoc.	___ Asian ___ Filipino	Can you perform this function with reasonable accommodations? ___ Yes ___ No
___ Jobs Available ___ Internet	___ American Indian ___ Pacific Islander	
___ Western City ___ Other	___ Caucasian ___ Other	

EMPLOYMENT HISTORY:

Please note that your resume should reflect entire employment history.

Dates of Employment to	Job Title	Largest annual budget administered
Annual Salary \$	Organization and Location	
Reason for Leaving	Supervisor's Job Title	Total population served by organization
	Total number of your staff: Direct Supv. _____ Indirect Supv. _____	Total number of employees in: Organization _____ Department _____
Dates of Employment to	Job Title	Largest annual budget administered
Annual Salary \$	Organization and Location	
Reason for Leaving	Supervisor's Job Title	Total population served by organization
	Total number of your staff: Direct Supv. _____ Indirect Supv. _____	Total number of employees in: Organization _____ Department _____
Dates of Employment to	Job Title	Largest annual budget administered
Annual Salary \$	Organization and Location	
Reason for Leaving	Supervisor's Job Title	Total population served by organization
	Total number of your staff: Direct Supv. _____ Indirect Supv. _____	Total number of employees in: Organization _____ Department _____
Dates of Employment to	Job Title	Largest annual budget administered
Annual Salary \$	Organization and Location	
Reason for Leaving	Supervisor's Job Title	Total population served by organization
	Total number of your staff: Direct Supv. _____ Indirect Supv. _____	Total number of employees in: Organization _____ Department _____

I certify that the information on this supplemental questionnaire is true to the best of my knowledge and belief.

DATE _____ APPLICANT'S SIGNATURE _____