

## ACE WORKER DIRECTORY APPLICATION

CMHA invites you to register for its ACE Worker Directory. Through the ACE Program, CMHA provides employment, training, and contracting opportunities to low-income individuals, particularly CMHA's own residents. To help CMHA meet its ACE Program targets, CMHA maintains an ACE Worker Directory. By being listed in this Directory, you will receive e-mail and/or text message updates related to employment, training, and contracting opportunities through CMHA. In addition, if you register for this Directory, CMHA will directly connect you with relevant employment opportunities when they are available.

To be included in the Directory, you must qualify as an ACE Worker. You qualify if you meet any one of these three criteria:

- Your individual (*not* household) income for the previous or annualized calendar year is below the income limit established by HUD (also known as a Low or Very Low-Income Person; income limits can be found [here](#)\*);
- You are employed by an ACE Business; or
- You are a YouthBuild participant.

In addition, if you meet any one of these criteria, then you are also a Targeted ACE Worker:

- You are an employee of an ACE Business; or
- You are, or when you were hired were, one of the following within the past five years:
  - A resident of public housing; or
  - A resident of other public housing projects or Section 8-assisted housing; or
  - A YouthBuild participant.

As a Targeted ACE Worker, you receive priority access to ACE programming and opportunities.

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\* <https://www.huduser.gov/portal/datasets/il.html>

**Your responses to this Application are voluntary and confidential.**



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To be included in ACE Worker Directory, you must self-certify that you meet the definition of an ACE Worker or Targeted ACE Worker by completing this Application. You must also provide supporting documentation if requested by CMHA. Once CMHA has verified your eligibility, CMHA will notify you that you've been certified as an ACE Worker and will include you in the Directory.

### Personal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a resident of CMHA-managed property?	Yes	No
<i>If yes, provide your Client ID No.:</i> _____		
Are you a resident of Section 8-assisted housing?	Yes	No
<i>If yes, provide your Entity ID No.:</i> _____		

If you are selected for employment through the ACE Program, you will need to show documents confirming your identity and showing you are legally allowed to work in the United States.

Do you have at least one document proving <b>both</b> your identity and your authorization to work in the U.S., such as a U.S. passport, permanent resident card, or employment authorization document?	Yes	No	I don't know
<i>If you answered "no" or "I don't know" to the previous question: Do you have one document that proves your identity (such as a driver's license, state ID card, school ID card, or voter registration) <b>and</b> a second document that proves you are authorized to work in the U.S. (such as a social security number, original U.S. birth certificate, or U.S. citizen ID card)?</i>	Yes	No	I don't know

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A criminal history will not prevent you from being included in CMHA's ACE Worker Directory. But some employers that recruit ACE Workers have policies about hiring people with criminal histories. Providing the following information will simplify the recruitment process:

Have you ever been convicted of a felony?	Yes	No
If yes, describe the conviction date(s): _____		
If yes, describe the felony:		

### Applicant's Skills and Abilities

*(Select all that apply)*

Carpentry	Equipment Operator	Plumbing
Clerical	Flooring	Reception
Common Labor	HVAC	Rofer
Concrete	Janitorial	Security
Data Entry	Masonry	Surveyor
Drywall	Painting	Tile Setter
Electrical	Equipment Operator	Plumbing
Elevator Repair	Pipefitting	Tree Trimming
	Welding	Window Washing

**Other skills and abilities:**

**If you are seeking or avoiding certain types of work, please describe:**

	YES	NO
Can you carry 50 pounds?		
Can you carry 75 pounds?		
Can you lift 15 pounds overhead?		
Can you lift 30 pounds overhead?		
Can you work in tight spaces?		
Are you willing to travel to different CMHA properties for work?		

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Form DEI-8



If you are willing to travel to different CMHA properties for work:

- Do you have access to reliable transportation?      Yes              No
- Do you own your own vehicle?                              Yes              No
- How many miles are you willing to travel to and from work? \_\_\_\_\_

### Eligibility and Self-Certification

Select all criteria that apply to you:

I am a Very Low-Income Person because my individual income for the previous calendar year was below \$31,650.

I am a Low-Income Person because my individual income for the previous calendar year was below \$50,650.

I am employed by an ACE Business.

I am currently, or as of November 20, 2020, I was a resident of public housing.

I am currently, or as of November 20, 2020, I was a resident of Section 8-assisted housing;

I am currently, or as of November 20, 2020, I was a YouthBuild participant.

I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Form DEI-8