Fair Housing Center of Washington
FAIR HOUSING TESTER - Job Description
Updated 6.2018

Part-Time, As-Needed Employee
$15 per hour for each test completed
Mileage is reimbursed (limited)

NATURE OF WORK:

This is professional work for the Fair Housing Center of Washington (Fair Housing Center). Under the direction of the Testing Coordinator, the Fair Housing Center Investigative Aide plays an important role in identifying discriminatory acts in housing transactions.

Fair Housing Testers provide vital support to the testing program by posing as prospective renters and buyers of real estate for the purpose of gathering information, which may assist the Fair Housing Center to determine whether housing providers, lenders, and others are complying with local, state, and federal fair housing laws. Testers are assigned to act as home seekers and simulate ordinary housing transactions for the purpose of gathering credible and objective information about housing market practices. Testers may also be required to testify about their test experiences.

ESSENTIAL FUNCTIONS:

• Participates in and successfully completes the training program for fair housing Testers, including refresher and/or supplemental trainings as required.
• Conducts tests in accordance with test assignments, instructions, and general testing guidelines.
• Reports test experiences in a factual, accurate, objective, and complete manner.
• Conscientiously handles and submits all report forms and documentary evidence to the Testing Coordinator by assigned time (within 24 hours, unless otherwise stated).
• Maintains communication with the Testing Coordinator throughout tests.
• Provides sworn statements and testimony in depositions, trials, and other legal proceedings
• Maintains confidentiality about all testing activities.
• Other duties as assigned.

KNOWLEDGE AND ABILITIES:

• High school diploma or equivalent (required).
• Testers cannot have prior felony convictions or convictions of crimes involving fraud or perjury.
• Testers must not have: (a) an economic interest in the outcome of any test, without prejudice to the rights of any person or entity to recover damages for any cognizable injury, (c) be a relative of any party in a case, (c) have had any employment or other affiliation,
within one year, with the person(s) or organization to be tested, or (d) be a licensed competitor of the person or organization to be tested in the listing, rental, sale or financing of real estate.

- Ability to follow instructions and meet deadlines.
- Ability to play the role of a home-seeker in a variety of situations.
- Excellent communication skills (oral and written).
- Attention to detail and accuracy.
- All Testers must have access to a personal and private email account used only for testing and phone number, and commit to checking email and phone at least once per week while employed as an active Tester.
- Site Testers must have all of the following: (a) valid driver’s license, (b) auto insurance, (c) regular access to a vehicle that can be used for testing activities, and (d) willingness to travel throughout FHCW’s service area.

Special Note: This is a part-time position with work assigned as needed. Work schedules are flexible with no guaranteed minimum number of hours per week or month.

Equal Opportunity Employer
TESTER APPLICATION

Instructions: Please fill in all questions, listing “N/A” or otherwise noting if the question does not apply to you. You may either type or handwrite your responses or ask for help from FHCW staff to complete the application. Please maintain current formatting (if typed) and handwriting easy to read (if handwritten). Thank you for your interest in being a Tester.

Personal Contact Information

<table>
<thead>
<tr>
<th>Full Legal Name*</th>
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<tbody>
<tr>
<td>Alias/Previous Name*</td>
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<tr>
<td>Current Address</td>
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<tr>
<td>Complex/Community/HOA Name</td>
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<tr>
<td>Mailing Address (if different from above)</td>
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<tr>
<td>Cell Phone#</td>
<td>Home Phone#</td>
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<tr>
<td>Email Address</td>
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<tr>
<td>Birth Date*</td>
<td>Sex*</td>
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*Required for WATCH background checks

Personal History

Current place of employment: ____________________________________________________________

Position(s) held: ____________________________________________________________

| | Yes (If yes, please explain) | No |
|-----------------------------|-------------------------------------------|
| Are you currently looking to rent or purchase housing at the present time? If yes, please explain the type of housing you are seeking. |  |  |
| Do you derive or have ever derived any income from the housing industry (Lending, Sales, Rentals, Homeowners’ or Renters’ Insurance, etc…)? |  |  |
| Do your family member or members of your household derive or have ever derived any income from the housing industry (Lending, Sales, Rentals, Homeowners’ or Renters’ Insurance, etc…)? |  |  |
| Have you ever been a Tester? |  |  |
| Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? |  |  |
| Do you have a history of, or any pending, criminal convictions? |  |  |

WASHINGTON STATE: If we request an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from us a complete and accurate disclosure of the nature and scope of the investigation we requested. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.
TESTER APPLICATION

Additional Questions:

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<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Do you agree to a law enforcement criminal background check?</td>
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<td>Do you have a valid driver’s license?</td>
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<td>Do you own, or have regular access to, a car that you can use for testing?</td>
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<td>Do you have current auto insurance?</td>
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Availability:
Testers pick their shifts from a list of options that start anytime between 9:00a.m. and 6:00p.m. Monday -Saturday.
Based on this information, please complete the questions below.

- On average, which days of the week are you available? ______________________________________________
- Are you interested and available to work each week? ________________________________________________
- Are you interested and available to work at least once each month? ________________________________
- How many hours would you like to work? ____________ hours per week OR _____________ hours per month

Applicant Declaration of Interest

I am interested in participating as a Tester in the Fair Housing Center of Washington’s testing program. I understand that the information I have provided on this application will be used by FHCW to determine if there are other applicants with similar personal and home-seeking characteristics who could be matched to me on tests. I understand that if I am selected to participate in the FHCW’s testing program, a representative of FHCW will notify me. Also, I understand that if I am selected and agree to participate in the FHCW’s testing program, I will be required to attend a 3 hour unpaid Tester training session.

I understand the confidential nature of the testing program that is planned by the FHCW and I agree to cooperate by maintaining this confidentiality, including the application process.

I, ______________________, understand and agree to all of the above provisions of the application, under penalty of perjury.

_____________________________                           ______________________
Signature of Tester Applicant                                      Date

Please return applications to the Fair Housing Center of Washington in one of the following ways:
Email: cbenbow@fhcwashington.org
Mail: Attn: Carolyn Benbow, 1517 S. Fawcett Ave., Suite 250, Tacoma, WA 98402
Drop-Off (Mon-Thurs, 8:30a.m to 5:00p.m.): 1517 S. Fawcett Ave., Suite 250, Tacoma, WA 98402