



APPLICATION FOR EXAMINATION TRUTH-IN-SALE OF HOUSING EVALUATOR

Application Information:

Each person desiring to be licensed as a Truth-in-Sale of Housing evaluator shall file an application form to take the required examination and shall pay the non-refundable sum of one hundred seventy-five dollars (**\$175.00**) as an examination fee.

Such application shall contain information relative to name, address, place of employment, time and place of schools attended and studies completed, together with a chronological record of the candidate’s employment, with related duties and type of work performed

Print or type all information.

CONTACT INFORMATION

Name:			
Date of Birth:	Phone:	E-mail:	
City:	State:	ZIP Code:	
Social Security No :		Driver’s License No. & State:	

BACKGROUND INFORMATION
(THE TISH PROGRAM RESERVES THE RIGHT TO RUN A BACKGROUND CHECK ON ALL POTENTIAL LICENSEES)

1. Do you have a third party, national (such as those administered by, or accessed through, an organization such as ASHI, or NAHI), housing inspector certification?

YES (If Yes, Fill in name/date below) NO (If No, STOP application now)

This is a pre-requisite for testing. You must meet this requirement before you can be admitted to the written test. You must be able to show certification no later than the date of the written exam; no copy, no admittance, no refund. If you have a copy, submit it with this application.

Name of National Test: _____ Date passed: _____

2. Have you ever had a professional or trade license revoked, cancelled or suspended?
***Note: a “yes” response may disqualify you from testing or licensing in Saint Paul.

YES NO

IF Yes, please explain:

3. Have you had any physical or mental disabilities that would prevent you from performing Truth-in-Sale of Housing Evaluations?

YES NO

IF Yes, please explain:

4. Do you currently hold a License to conduct Truth-in-Sale of Housing evaluations in any other municipalities/cities?

YES NO

IF Yes, please list cities:

PLEASE INDICATE YOUR CONSENT TO THE FOLLOWING STATEMENTS:

I understand that I am applying for testing to qualify to apply for a license to do business in the city of St. Paul as a *Truth-in-Sale of Housing Evaluator*.

I understand that this is not an application for employment with the City of St. Paul.

I understand that a licensed evaluator is not a civil service position.

I certify that the statement(s) made by me in this application are true, complete and correct to the best of my knowledge and belief.

I have attached or will send verification of 3rd party certification no later than the date of the written exam

_____ (Signature) _____ (Date)

APPLICANT NAME:

RECORD OF EMPLOYMENT

Account for all periods of time, including periods of unemployment and self-employment, since leaving school. Start with your present employment. Attach additional sheets, if necessary.

Name of Employer	Address of Employer	Title and Nature of Duties (be specific)	Start Date (Month/Year)	End Date (Month/Year)	Reason for Leaving

EDUCATION

	Name and Address of School/Organization	Course of Study (Major/Minor)	Years/ Credits Completed	Dates (to/ from)	Grad date	Degree/ Major/ Certification Achieved
High School						
Vo-Tech School						
College						
Other (Specify)						
Other (Specify)						

PROFESSIONAL MEMBERSHIPS & ASSOCIATIONS

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