



EMPLOYMENT APPLICATION

Thank you for your interest in employment with the Nocona Housing Authority. The Nocona Housing Authority is an equal opportunity employer and does not discriminate in its employment practices on the basis of race, color, sex, religion, national origin, age, or disability. Reasonable accommodations for persons with disabilities will be made upon request. Please provide at least 48 hours' advance notice so that your request may be accommodated.

- **The Nocona Housing Authority accepts applications for posted job vacancies only.** All individuals who wish to be considered for employment are required to complete and sign an Employment Application. A resume may be attached; However, the application form must be completely filled out in order to be accepted. Incomplete applications, including failure to sign the application form or applications that are not legible will not be accepted.
- We do not accept unsolicited applications, nor do we keep applications "on file."
- You must meet all of the qualifications of the position for which you are applying. Applicants must indicate how they meet the posted requirements for the job. If questions are not applicable, enter "NA." Do not leave items blank.
- The application form and all attachments become the property of The Nocona Housing Authority. Information provided by applicants is subject to disclosure in accordance with the provisions of the Texas Public Information Act.
- The hiring supervisor will contact applicants selected for interview and make the final hiring decision.
- All information on the application form and any attachments are subject to verification. If an applicant is recommended for hire, the following checks will be made: an evaluation of the applicant's driver's license record (if driving is a requirement of the position), work references and a criminal history background check. After a conditional offer of employment is made, a medical examination and a drug and/or alcohol test will be required. Applicants refusing to cooperate, failing to show up for scheduled appointments and/or failing to successfully pass required tests will be disqualified from consideration for employment with The Nocona Housing Authority.
- **Submit applications via mail, in the office, or email to:**
Nocona Housing Authority
Attn: Executive Director
400 Hobson Street
Nocona, TX 76255
noconaha@gmail.com