



1501 W Michigan Ave  
Norfolk, NE 68701  
Phone: 402-379-8224  
Fax: 402-379-8557  
npha@poncahousing.org  
www.poncahousing.org

## NORTHERN PONCA HOUSING AUTHORITY

### Employment Application

#### Employment Interest

Position(s) Desired:  Salary Desired:  Date Available:

Are you available to work: ☐ Full Time ☐ Part Time ☐ Seasonal ☐ On Call/Temporary ☐ Flexible Hours ☐ Able to Travel  
(check all that apply)

Have you interviewed for a position with NPHA before? ☐ Yes ☐ No If yes, when and what position?

Have you ever been employed by or contracted with NPHA? ☐ Yes ☐ No If yes, when and what position?

How were you referred to NPHA?

#### Personal Information

Last Name:  First Name:  Middle Name:

Other names you have been known by (for date verification and reference checking purposes)

Home Phone:  Cell Phone:  E-mail Address:

Current Address:  City:  State:  Zip Code:

Previous Address (If at current address less than 5 years):

Social Security Number:  Date of Birth (not required):

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to work in the United States? ☐ Yes ☐ No

Are you under 18 years old? ☐ Yes ☐ No If under 18, hire is subject to verification that you are minimum legal age to work.

Do you have a valid & current drivers license? ☐ Yes ☐ No Issue State & Number:  Expiration Date:

Have you had any accidents in the past 3 years? ☐ Yes ☐ No How many?

Do you had any moving violations in the past 3 years? ☐ Yes ☐ No How many?

Have you ever been convicted of a crime? ☐ Yes ☐ No Previous convictions do not necessarily disqualify an applicant from employment.

If yes, please give date, place, offense, and outcome:

Are you are enrolled member of a federal recognized Tribe? ☐ Yes ☐ No If yes, provide a copy of your proof of enrollment.

Specify Tribe:

Have you served in the U.S. Armed Forces? ☐ Yes ☐ No Branch & Discharge Date?

List the names and relationships of any immediate family members that currently work for NPHA.

#### Education

Type of School	Name of School and Complete Mailing Address	Years Completed	Major or Degree
High School/GED			
College Bus. or Trade School			
Professional School			
Other			

Continue on the next page

## Previous Employment

1.

Name of Employer:

Name of last supervisor:

Dates of employment: From:

To:

Salary: From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact this employer: ☐ Yes ☐ No

2.

Name of Employer:

Name of last supervisor:

Dates of employment: From:

To:

Salary: From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: ☐ Yes ☐ No

3.

Name of Employer:

Name of last supervisor:

Dates of employment: From:

To:

Salary: From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: ☐ yes ☐ no

Continue on the next page

**Skills** \_\_\_\_\_

Skills:

--

Trainings:

--

Computer Applications  
(list all that apply):

--

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

--

**References** \_\_\_\_\_

Please list 2 references other than relatives and previous employers

Name		
Position		
Company		
Telephone		

I certify that the information contained in this application is correct to the best of my knowledge, and I understand that any misstatement or omission of information is grounds for ending the hiring process or dismissal. I authorize verification of information provided on this application; and authorize the references listed above to give you all pertinent information concerning my previous employment; and release all parties from all liability for any damage that may result from furnishing same to Northern Ponca Housing Authority (NPHA). In consideration of my employment, I agree to conform to the rules and regulations of NPHA. I further agree that either I or NPHA may terminate my employment with or without cause and with or without prior notice, at any time. Finally, I understand that no representative of NPHA other than an Executive Officer has the authority to enter into any agreement for employment for any specified period or time, or to otherwise alter the foregoing.

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

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.

Resumes, letters of references, copies of certificates and other supplemental information are encouraged to be submitted with this mandatory application.  
Thank you for applying for employment with NPHA!