

How to Apply for a NHA Job

<p>1 Review the NHA website www.neighborhoodhouse.org</p>	<p>Look for vacancies that match your experience and qualifications.</p> <p>If you find one or more openings for which you would like to apply, fill out a NHA application for each position of interest. NHA application must be completely filled out, signed, and <u>must accompany all required documents at submission</u> to be considered. Applications without the required documents will not be considered.</p> <p>NHA RESERVES THE RIGHT AT ITS SOLE DISCRETION TO MODIFY OR TO RESCIND JOB ANNOUNCEMENTS AT ANYTIME WITHOUT PRIOR NOTICE.</p>
<p>2 If you have never applied for a NHA or Head Start position</p>	<p>Go to the NHA website and download application or obtain an application from 5660 Copley Drive or 41st St.</p> <p>Fill out all required information. No resume is accepted on its own. Application <u>must accompany all required documents at submission</u> to be considered. Application without the required documents will not be considered.</p> <p>Describe your experience and qualifications for the position you are interested in pursuing at NHA. You do not need to include a general cover letter.</p> <p>All applications must be submitted to NHA by the closing deadline.</p> <p>APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.</p>
	<p>Applications are kept on active file for six (6) months. If you applied for a previous opening and six (6) months have lapsed and wish to update your employment history or contact information, you <u>need</u> to submit a new NHA application <u>with all accompanying required documents</u>. Application without the required documents will not be considered.</p> <p>To update your application (contact information only), call 858-715-2642 ext. 172</p> <p>APPLICATION MATERIALS BECOME THE PROPERTY OF THE AGENCY AND WILL NOT BE RETURNED.</p>

3 Selection Procedure

Applicants who meet all minimum qualifications and complied with all requirements on or before the closing deadline will be included in the initial screening process, which is conducted by the screening committee.

Applicants who are recommended by the committee as meeting the requirements will be invited for a personal interview with a panel committee.

Applicants attend interview at their own expense.

APPOINTMENTS FOR HEAD START POSITIONS ARE MADE UPON POLICY COUNCIL APPROVAL.

4 Conditions of Employment

Employees must satisfy all pre-employment requirements prior to employment, which include but not limited to, medical and tuberculosis, fingerprint, verification of legal right to work in the United States, and verifiable references.

Non- Discrimination and Equal Employment Opportunity Policy

It is the policy of NHA to provide all people with equal employment and education opportunities regardless of race, color, ancestry, national origin, religion, age, sexual orientation, or gender.

NHA Is an Equal Opportunity/Affirmative Action Employer