



**FORT WORTH  
HOUSING AUTHORITY**  
*"INVESTING IN THE COMMUNITY"*

**Administrative Offices:**  
1201 E. 13<sup>th</sup> Street  
Fort Worth, Texas 76102  
(817) 336-2419

**Human Resources Office**  
1201 E. 13<sup>th</sup> Street  
Fort Worth, Texas 76102  
P.O. Box 430  
Fort Worth, Texas 76101  
(817) 336-2419, Ext. 111  
or 127

### APPLICATIONS

The application initiates the employment process and must be completed by each applicant. Resumes may be attached to your application

Please be alert to the following items on the application form:

1. Please state the position for which you are applying. If clerical, note typing speed or keyboarding speed, also list what PC applications you are skilled in and what level (beginner, intermediate, or advanced).
2. Experience is a key factor in the employment process. Please explain your duties, dates of employment, and reason(s) for leaving positions held in the past. Please complete this section even if you attach a resume.
3. Be sure to complete the Applicant Profile included in your application packet. It is used for statistical purposes only.

The FWHA is an Equal Opportunity Employer. In the assessment of applicants, the following areas are evaluated:

- Experience in the position for which you are applying:
- Work record and references:
- Education or equivalent skills:
- Interview results;
- Clerical test results, when applicable;
- Pre-employment drug testing and background check is required.

All applications are screened to select the most qualified applicants for personal interview. Individuals selected for interviews are further assessed with the best-qualified applicant being selected for employment.

Applications are kept in our active file for six months. During this period you may call and advise us of any changes in your status, or phone number. After six month, you must reapply to be considered for any available position.

It is the Fort Worth Housing Authority's goal to select highly qualified, motivated persons for employment. Each applicant is judged on individual skills and abilities. Thank you for your interest in employment with us. If you have any questions concerning the Authority, please contact the **Human Resources Department**.

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