



APPLICANT INFORMATION

City of Nacogdoches Applicant,

Thank you for your interest in employment with the City of Nacogdoches. The following information is intended to explain what to expect when applying for a position with the City of Nacogdoches.

Applicants needing assistance during any phase of the application, interview, or employment process will need to contact a Human Resources representative. Every reasonable effort will be made to accommodate your needs in a timely manner. Please be advised that the City of Nacogdoches is a Drug Free Workplace and all applicants receiving a contingent offer of employment will be drug tested. The drug test must be completed within 48 hours of the contingent offer.

What do I need to know about completing an application? You must meet the minimum requirements for a position to complete an application and apply for that position. **All** questions must be answered completely and accurately. Do **NOT** write **See Attached Resume** anywhere on the application or your application will not be considered.

What is the deadline for submitting my application? A deadline is established for most positions advertised. All applications must be submitted to the Human Resources office on or before the closing date. Applications submitted after the closing date will not be considered. Some positions may be “open until filled.”

What happens to my application after I leave it in Human Resources office? All applications for a current vacancy are reviewed by Human Resources to determine if the application meets the minimum qualifications required for the position. If the application does not clearly indicate the required minimum qualifications, no further processing occurs. If it does meet minimum requirements it is then forwarded to the hiring supervisor. The hiring department will then set up interviews at their convenience.

Will I be called about the status of my application? Those applicants who are selected for an interview will be contacted. All applicants not selected will be notified by mail once the position is filled.

If my application is selected for an interview, how long does it take after I submit my application before I am called? The length of time depends on how long it is necessary to advertise the vacancy, the number of applicants to review, and the time required to review the applications by the hiring manager.

What happens after the department interviews me and a conditional offer of employment is made? If a conditional offer of employment is made, you will be contacted to complete post offer paperwork, which may include any other necessary testing directly related to the position. Additional testing of job-related skills may be required prior to employment as well. Other conditions of employment may be required before you are ready to report for work. Documents will be required in order to prove “eligibility” to work in the United States as required by the Department of Homeland Security.