

**Texas Juvenile Justice Department (TJJD)**  
**Instructions for Completing the**  
**State of Texas Application for Employment**

**General Information**

- Print in Black ink or type.
- Fill out the application completely.
- If a question does not apply, enter "NA".
- Do not leave questions unanswered as that may disqualify you.
- Be sure to sign and date the application.
- A separate application is required for each job posting.
- You may make copies of the application and enter different position titles, but each copy must have an original signature and the correct job posting number.

Review the job posting before starting your application.

Review the Minimum Qualifications on the job posting for education, certificates, licenses, training, or specific experience required.

Tailor your application to each specific job posting in order to emphasize work experience relevant to the position for which you are applying.

**Employment History**

Include **all** employment. Do not limit your experience to the past ten (10) years, provide you entire work history.

Begin with your current or last position and work back to your first wage earning job.

Be specific and detailed when providing information.

Provide employment history for each position held, even those with the same employer.

List each position separately, indicate specific duties, and provide complete dates.

Summaries of experience should clearly describe your work experience/duties that meet each qualification listed in the job posting.

Provide a brief summary of the technical and managerial responsibilities, if applicable, for each position held.

If you need additional space to describe your employment history, use an Employment History Continuation Sheet or attach a typed employment history providing the same information in the same format as the State of Texas Application for Employment.

Information included in the Employment History Section will be the official record of your employment experience. It must accurately reflect all essential duties performed.

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Screening for work experience is based on information in the Employment History Section.

Applicants must demonstrate in the application how they meet the minimum education and experience requirements as stated in the job posting. No assumptions will be made.

Failure to list specific examples of work duties in all areas of qualifications, knowledge, skills, and abilities listed in the job posting may result in the applicant being considered unqualified and/or not being granted an interview.

**Resumes are not accepted** in place of a State of Texas Application for Employment.

**Copies of college transcripts, certifications, and licenses must be attached to the application.**

Applications that do not include the required attachments/documents will not be considered.

Check the Closing Date on the job posting and ensure the application and all necessary attachments are sent in time to ensure receipt/delivery prior to the closing date.

Job vacancies are listed on the following web pages:

- a. TJJD Careers (<https://capps.taleo.net/careersection/644/jobsearch.ft!lang=en>)
- b. Work In Texas ([www.workintexas.com](http://www.workintexas.com)).