INSTRUCTIONS FOR COMPLETING
THE STATE OF TEXAS
APPLICATION FOR EMPLOYMENT

These instructions must be followed exactly.
PRINT IN BLACK INK OR TYPE.
Fill out application form completely.
IF QUESTIONS ARE NOT APPLICABLE, ENTER "NA".
Do not leave questions blank.
Be sure to sign and date when completed.

AN APPLICATION IS NEEDED FOR EACH POSITION APPLIED FOR.
You may make copies of this application and enter different position titles, but each copy must have an original signature and the correct job posting number.

RESUMES ARE NOT ACCEPTED IN PLACE OF APPLICATIONS.
Unless specifically stated in the job posting, resumes are not accepted at most state agencies.

Include ALL employment.
BEGIN WITH YOUR CURRENT OR LAST POSITION AND WORK BACK TO YOUR FIRST.

Employment history should be included for each position held, even those with the same employer. List each position separately and indicate duties and complete dates for each position held.

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

GIVE A BRIEF SUMMARY OF THE TECHNICAL AND MANAGERIAL RESPONSIBILITIES (IF APPLICABLE) OF EACH POSITION YOU HAVE HELD.

If you need additional space to adequately describe your employment history, you may use an employment history continuation sheet or attach a typed employment history providing the same information in the same format as the application form.

Copies of college transcripts, certifications and/or licenses must be attached to the application, if specified in the job posting.

APPLICATIONS WHICH DO NOT INCLUDE REQUIRED ATTACHMENTS WILL NOT BE CONSIDERED.

LOOK CAREFULLY AT THE CLOSING DATE IN THE JOB POSTING. MAKE SURE THE APPLICATION AND ALL NECESSARY ATTACHMENTS ARRIVE AT THE APPROPRIATE AGENCY BY THE CLOSING DATE TO ENSURE CONSIDERATION.
State of Texas vacancies are listed with the Texas Workforce Commission (TWC). Also, state agencies have employment information available at various office locations.

CHECK THE GOVERNMENT PAGES IN YOUR PHONE BOOK TO LOCATE TWC OR STATE AGENCY OFFICES NEAR YOU.

Look for us online. Many state agencies list job postings online. For a listing of state job postings see:

www.workintexas.com

The State of Texas is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age or disability.

In compliance with the Americans with Disabilities Act, the State of Texas will provide during the employment process any necessary reasonable accommodations needed as a result of a disability.

If assistance is needed, please contact the Human Resources office at each state agency (or the contact listed in the job posting) as soon in the employment process as possible so that appropriate measures can be taken to meet your needs.

Veterans’ and former foster youth employment preferences are granted as required by law.

Submitted applications become public record and are subject to disclosure.