



## Instructions for Completing the State of Texas Application for Employment

Employment rules are different at each state agency. Contact each agency individually to learn its rules.

### 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.

### Review the Job Posting Before Starting on Your Application

**Be careful to note** any education, certificates, licenses, training or specific experience required for individual positions.

Applications should normally be **tailored to each specific job posting** so that the applicant can emphasize work experience most relevant to that position.

The information included in the **employment history** section of the application will be the official record of your employment experience. **It must accurately reflect all significant duties performed.**

Screening for work experience is based on the information listed 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.**

**Be specific and detailed** when providing information in the employment history section.

**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.**

### 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.**

**Résumés are not accepted in place of applications.**

Unless specifically stated in the job posting, résumés 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](http://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.**