

State of Texas Job Applications

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 **Note:** This document is organized with a table of contents that links directly to each section.

- Keyboard-only users may press the **Enter** key on any entry in the table of contents to go directly to that topic.
- JAWS screen reader users may enable Quick Key Navigation (*JAWS Key+Z*) and then press the **H** key to jump by topic through the document. (The **Insert** key is the JAWS Key by default.)

This chapter explains how job seekers complete a State of Texas Application when applying for state government jobs in WorkinTexas.com. You'll learn how to:

- Create and manage State of Texas Application templates for re-use
- Apply for state jobs
- Print blank application forms
- Update application status details
- Print completed job applications

Creating State of Texas Application Templates

When you apply for state government jobs in Texas, you may be asked to apply using the official State of Texas Application.

WorkinTexas.com helps with this process by letting you create and re-use State of Texas Application templates. A template is a way to store information about yourself and your background that will be repeated in multiple job applications.

Most of the template information will be pre-populated from information you entered during your registration and résumé builder process and will require you to simply verify that it is correct.

► To create a State of Texas Application template:

1. From the Quick Menu in the left navigation panel, click **My Portfolio ► My Individual Plans ► Employment Plan Profile**. Your employment plan profile page displays with the **Résumés** tab active.
2. Click the **State Application Templates** tab (see figure below).

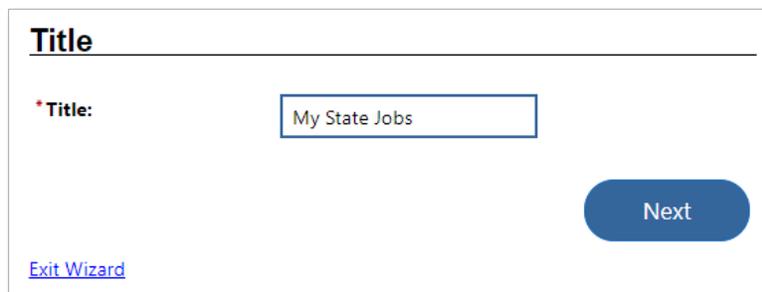
You can easily print a blank State of Texas Application form to fill out by hand by clicking the [Print a blank State of Texas Application](#) link at the bottom of the page. See “Printing a Blank State of Texas Application Form” on page 16 for details.



Employment Plan Profile Page – State Application Templates Tab

3. Click the **Create a New State of Texas Application Template** button, then click **OK** to confirm. The Title page of the State of Texas Application template wizard displays (see figure below).

⚠ Note: The State of Texas Application template wizard **does not** save your work in progress. You must go through all pages to complete it in order for it to be saved.



The screenshot shows the 'Title' page of the wizard. It has a header 'Title' and a form field for '* Title:' containing the text 'My State Jobs'. There is a blue 'Next' button and a link for 'Exit Wizard'.

State of Texas Application Template Wizard – Title Page

⚠ Note: Required fields are marked with a red asterisk (*); to get more information about a page and its fields, click the information icon .

4. The template is given a sequential number as the title by default; enter a **Title** that identifies the template for you, then click **Next** to continue to the Name page.
5. Verify your First and Last Name, then click **Next** to continue to the Mailing Address page.
6. Verify your Mailing Address, then click **Next** to continue to the Contact Information page (see figure below).

Contact Information

*Daytime Phone: - - Ext:

Work Phone: - - Ext:

E-mail:

List any other names used if different from name on this application (if none, type "N/A"):

[Exit Wizard](#)

State of Texas Application Template Wizard – Contact Information Page

7. Verify your phone numbers and email address.
 - a. If you have ever used another name that is different from the one on this application template, for example, a maiden name, you can enter it in the **List any other names used if different from name on this application** text box; if you have not another name, enter N/A.
8. Click **Next** to continue to the Employment Preferences page (see figure below).

Employment Preferences

Job Type:

Full/Part Time:

* Date available for work:

If you selected "Other" for Date Available, describe your employment availability:

* Other Date Available:

* Geographic Preference (Be specific to city/area, if no preference write "statewide"):

* Are you at least 17 years of age?: Yes No

* Are you willing to work hours other than 8-5?: Yes No

* What days are you **UNABLE** to work?:

* Are you willing to travel?: Yes No

If yes, what percent of the time?: %

Previous **Next**

State of Texas Application Template Wizard – Employment Preferences Page

9. If this template will be used for finding *Summer* or *Temp/Project* work, make your selection from the **Job Type** drop-down list; for any other type of work, leave as *None Selected*.
10. If this template will be used for finding part-time work, select *Part Time* from the **Full/Part Time** drop-down list; if you're open to either full or part time, choose *None Selected*.
11. Select when you're available to start a new job from the **Date available for work** drop-down list: *Immediately*, *Two weeks from job offer*, or *Other*.
 - a. If you select *Other*, enter the date in the **Other Date Available** field that appears (in the format mm/dd/yyyy).
12. The **Geographic Preference** defaults to the Desired Location from your résumé. If this template will be used for finding jobs in a different area, enter that area. You can specify a city, county, region, or for no preference, enter *statewide*.
13. **Are you at least 17 years of age?** defaults to *Yes* or *No* based on the age given during your registration process; if that has changed, make your selection here.
14. Specify if **you are willing to work hours other than 8-5**. Select *Yes* if you are willing to work other than a day shift.
15. Enter any **days you are unable to work**. For example, if you do not wish to work weekends, enter *Saturday and Sunday*.

16. **Are you willing to travel?** defaults to what you entered when creating your résumé. If that has changed, make your selection here.
 - a. If you are willing to travel, enter **a percent of the time**.
17. Click **Next** to continue to the Driver's License page.
18. If not required for your job, you can clear this information by choosing *None Selected* for **Current Driver's License State** and deleting the entry in the **Current Driver's License Number** field.
19. Click **Next** to continue to the Criminal History page.
20. Indicate if you have **ever been convicted of a felony or subjected to deferred adjudication on a felony charge**.
 - a. If you select Yes, a text box appears where you must state the dates and nature of the offense, the name and location of the court, and the disposition of the case(s).
21. Click **Next** to continue to the Education Information page.
22. If necessary, change your response to indicate if you are a **High school graduate or obtained a GED**.
 - a. If you select Yes, enter the **name and location of the high school or GED Institute**.

⚠ Note: Applicants may be required to provide proof of diplomas, degrees, transcripts, licenses, certificates, or registrations.
23. Click **Next** to continue to the Education and Training page (see figure below).

Education and Training

Below is a display of your education history from your background information. You can edit or delete any of the information below by selecting the desired action. If you would like to add a new education history click on Add New Education link.

Type of School	Name/Location of School	Dates Attended		Graduation Dates		Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study	Action
		From	To	Expected	Actual				
Undergraduate	Texas State, Austin TX						Bachelor's Degree	Veterinary Assistant	Edit Delete

[\[Add New Education \]](#)

Previous Next

[Exit Wizard](#)

State of Texas Application Template Wizard – Education and Training Page

This page lists any education history entries from your résumé/background information that can be used in this State of Texas Application template. From this page, you can:

- Add or change attended/graduation dates and/or hours for an entry by clicking the Edit link.

⚠ Note: Make sure these required fields are completed: Type, Name, and Location of School; From Date; and Major/Minor Fields of Study.
- Add a new education history entry by clicking the Add New Education link. See “Managing Education Entries” below for details.

- Remove an education entry from the template by clicking the Delete link; this will not remove it from your background information.
24. If no further changes to education and training entries are necessary, click **Next** to continue to the Occupational Licenses & Certificates page (see figure below).

Managing Education Entries

When you choose to edit or add a new education entry, the Education and Training entry page displays, as shown in the figure below.

► **To manage your education entries:**

- Complete the following required fields: **Type of School**, **Name of School**, **Location of School**, and **From** date attended.
- If you've completed this schooling period, enter the end date in the **To** field.
- If you've already graduated, enter your **Date Graduated**. If you haven't graduated yet, enter your **Expected Graduation Date**.
- If known, enter your cumulative **Semester/Clock Hours Completed**.
- Select the **Type of Diploma or Degree** from the drop-down list.
- Enter the standard title of your **Major/Minor Fields of Study**.
- Click **Save** to add/update the entry. The Education and Training page redisplay.
- Click **Next** to continue to the Occupational Licenses & Certificates page (see figure below).

Education and Training

* **Type of School:**

* **Name of School:**

* **Location of School:**

Dates Attended:

* **From:** (MM/DD/YYYY)

To: (MM/DD/YYYY)

Date Graduated: (MM/DD/YYYY)

Expected Graduation Date: (MM/DD/YYYY)

Sem/Clock Hours Completed: hrs.

Type of Diploma or Degree:

* **Major/Minor Fields of study:**

Education and Training Entry Page

This page lists any occupational license or professional certificate entries from your résumé/background information that can be used in this State of Texas Application template.

Occupational Licenses & Certificates

Below is a display of your occupational licenses and certificates from your background information. You can edit or delete any of the information below by selecting the desired action. If you would like to add a new occupational license or certificate click on Add New License or Certificate link.

License or Certificate	Date Issued	Date Expires	Issuing Organization	Issuing Organization City	Issuing Organization State	License No	Action
Certified Veterinary Assistant (CVA)	03/2016	03/2021	American Veterinary Medical Association		TX	IHASCHEEZBURGER234	Edit Delete

[[Add a New License or Certificate](#)]

Previous

Next

State of Texas Application Template Wizard – Occupational Licenses & Certificates Page

From this page, you can:

- View or change an entry by clicking its title link or the [Edit](#) link.
- Add a new license/certificate entry by clicking the [Add New License or Certificate](#) link.
- Remove a license/certificate entry from the template by clicking the [Delete](#) link; this will not remove it from your background information.
- 9. Click **Next** to continue to the Special Training/Skills/Qualifications page (see figure below).

Special Training/Skills/Qualifications

Special Training/Skills/Qualifications (If none, state "N/A"): List all job-related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware.

MS Project, Advanced MS Excel proficiency

Approximately how many words per minute do you type? None Selected

Sign Language (If required for the position): Yes No

Are you a certified interpreter?: Yes No

Do you speak a language other than English? (If required for the position): Yes No Not required for this position

* Spoken Language(s):
If Yes, which language(s)?

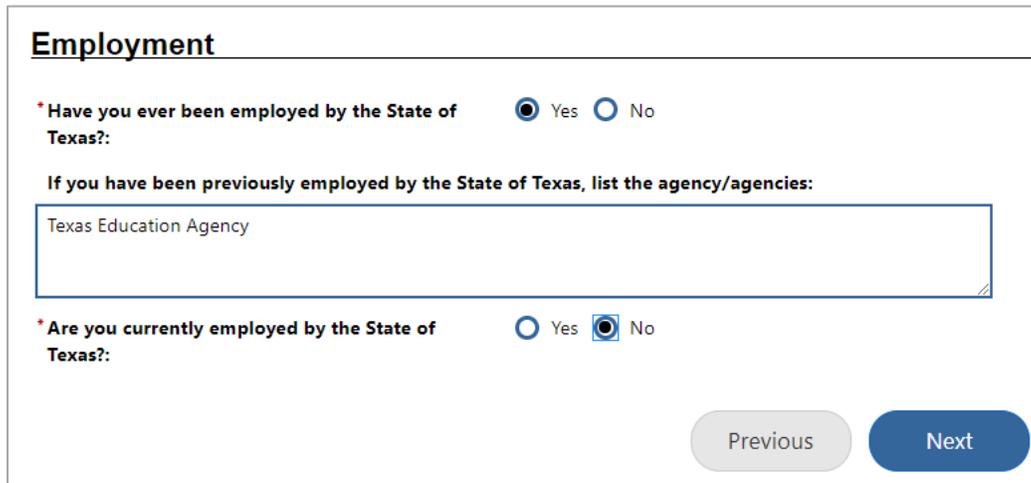
Language	Fluency	
Spanish	Excellent	Edit Delete

[\[Add spoken language \]](#)

Do you write in a language other than English? (If required for the position): Yes No Not required for this position

State of Texas Application Template Wizard – Special Training/Skills/Qualifications Page

10. In the text box, enter any other skills, experience, or qualifications you have that do not fall under the previous educational categories, such as job-related training or proficiencies or software or hardware proficiencies.
11. If required for the position, specify **how many words per minute you type**, if you know **Sign Language**, or if you are **a certified interpreter**.
12. If you respond **Yes** to either speaking and/or writing **a language other than English**, the page will refresh with a link where you can [Add spoken language](#) or [Add written language](#).
 - a. Select the **Language** from the drop-down list.
 - b. For spoken language, you must also specify your **Fluency**.
 - c. Click **Save** and the Special Training/Skills/Qualifications page redisplay with your language entry (see figure above).
13. Click **Next** to continue to the Employment page (see figure below).



Employment

* Have you ever been employed by the State of Texas?: Yes No

If you have been previously employed by the State of Texas, list the agency/agencies:

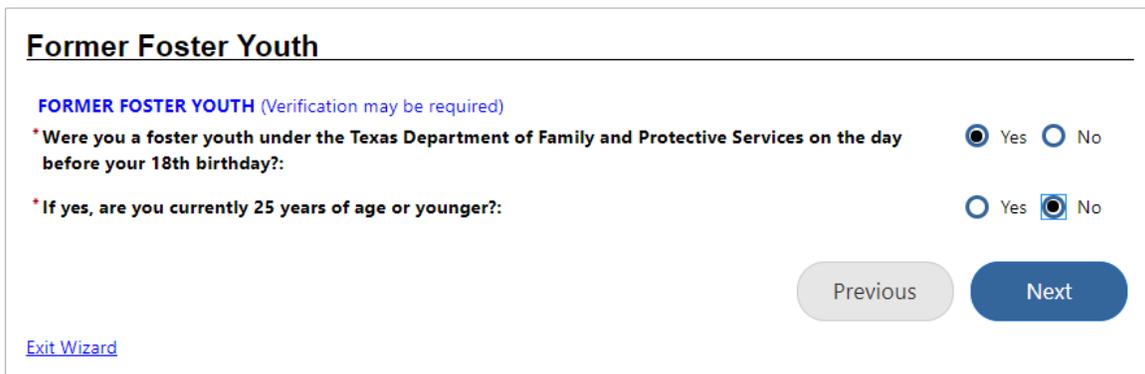
Texas Education Agency

* Are you currently employed by the State of Texas?: Yes No

Previous Next

State of Texas Application Template Wizard – Employment Page

14. Indicate if **you have ever been employed by the State of Texas**.
 - a. If Yes, enter the name of the agency/department in the text box that appears.
15. Indicate if **you are currently employed by the State of Texas**.
16. Click **Next** to continue to the Former Foster Youth page (see figure below).



Former Foster Youth

FORMER FOSTER YOUTH (Verification may be required)

* Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18th birthday?: Yes No

* If yes, are you currently 25 years of age or younger?: Yes No

Previous Next

[Exit Wizard](#)

State of Texas Application Template Wizard – Former Foster Youth Page

17. Indicate if you were a **foster youth under the Texas Department of Family and Protective Services on the day before your 18th birthday**.
 - a. If Yes, an additional question appears where you must indicate if **you are currently 25 years of age or younger**.
 - ⚠ **Note:** You may be required to provide verification for the information entered here at a later date.
18. Click **Next** to continue to the Military Service page (see figure below).

Military Service

(A copy of a report of separation from the Armed Services may be required.)

* Are you a Veteran? Yes No

If yes, list type of discharge: Honorable

If yes, dates of Service:

Start Date: 10/31/1999

Discharge Date: 09/18/2002

* Are you a surviving spouse of a veteran who has not remarried? Yes No

* Are you a surviving orphan of a veteran? Yes No

* If Yes to surviving spouse/orphan, complete dates of service for veteran:

Start Date:

Discharge Date:

Previous
Next

State of Texas Application Template Wizard – Military Service Page

19. Specify if **you are a Veteran**.
 - a. If Yes, select the **type of discharge** you received from the drop-down list.
 - b. Enter your **Start Date** and **Discharge Date**.
20. Specify if **you are a surviving spouse of a veteran and who has not remarried**.
 - a. If Yes, enter the veteran's **Start Date** and **Discharge Date**.
21. Specify if **you are a surviving orphan of a veteran**.
 - a. If Yes, enter the veteran's **Start Date** and **Discharge Date**.

Note: You may be required to provide a copy of a report of separation from the Armed Services at a later time.

22. Click **Next** to continue to the Employment History page (see figure below).

Note: Employment History is the final page of the application, but requires the most attention. Review the instructions carefully before entering your employment history. It will serve as the official record of your employment history and must be accurate.

Initially, this page lists entries from your background information. You will need to make sure all required fields are complete for existing entries and add any missing jobs (see below for details).

When entering your employment history, keep in mind the following:

- Include all employment, beginning with your current or last position, and work back to your first.
- Employment history should include each position held, even those separate positions held under the same employer.
- When entering employer addresses, enter the complete mailing address, including the ZIP code. If you don't have complete address information, you can do a Google search or call the employer.
- Answer all questions and completely summarize your experience, including technical and managerial responsibilities and any special training, skills, and qualifications for each position you have held.

Employment History

EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualification.

1. Include ALL employment. Begin with your current or last position and work back to your first. Employment history should include each position held, even those with the same employer.
2. **EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.**
3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

Below is a display of your employment history from your background information. You can edit or delete any of the information below by selecting the desired action. If you would like to add a new employment history click on the Add New Employment History link.

Employer	Position Title	Start Date	End Date	Action
Tarpon Woods Veterinary Clinic	Vet Tech I	10/15/2009	10/29/2017	Edit Delete

[[Add New Employment History](#)]

Previous
Finish

Employment History Page

From this page, you can:

- View or change an entry by clicking the Employer name link or the Edit link.
-  **Note:** Required fields on an existing entry that will need to be completed now are **Immediate Supervisor Name** and **Role**.
- Add a new employment entry by clicking the Add New Employment History link. See the details below.

- Remove an employment entry from the template by clicking the [Delete](#) link; this will not remove it from your background information.

Adding a New Employment History Entry

► To add a new employment entry:

- Click the [Add New Employment History](#) link. The Employment History entry page displays (see figure below).

Employment History

Position Title
Please enter a job title below for this employment history. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

*Position Title:

Employer

*Employer Name:

Mailing Address:

*City:

*State:

*Zip:

Employer's Telephone No: - -

Supervisor

*Immediate Supervisor Name:

Supervisor's Title:

Supervisor's Telephone No.: - -

Position

*Type of employment:

*Full or part-time:

Give average # of hours worked per week (if part time):

*Starting Date:

Leaving Date:

Current/Final Salary (monthly):

USD

*Role:

Technical

Non-managerial

Supervisory/Managerial

If supervisory, number of employees you supervised:

Employment History Entry Page

- Enter your next most recent **Position Title**.
- Complete all required fields in the Employer section.

 **Tip:** If you don't have an employer's address and phone number, use Google Search in another browser window/tab to look up the corporate location information.

4. In the Supervisor section, enter your **Immediate Supervisor's Name** and **Title**, and if known, their **Telephone No.**
5. In the Position section, select the **Type of employment** it was and whether it was **Full or Part-time** from the drop-down lists.
 - a. If the job was part-time, enter the **average # of hours worked per week.**
6. Enter your **Starting Date.**
7. If the job is in the past, enter your **Leaving Date.**
8. Enter the monthly dollar amount for your **Current/Final Salary.**
9. Specify your **Role** at this job.
 - a. If it was supervisory, enter the **number of employees you supervised.**
10. In the **Job Experience** text box, enter a summary of your experience, including special training/skills/qualifications you used in the performance of this job.
11. Enter the **Specific reason for leaving** in the text box.
12. Click **Save** to save the entry. The Employment History page redisplay.
13. Repeat this procedure (steps 1-12) for as many jobs as you have held.

► **To complete the State of Texas Application template:**

1. When your employment history is complete, click the **Finish** button.
2. Click **Continue** to return to the State Application Templates page with your template listed (see figure below).

Managing State of Texas Application Templates

You can create multiple application templates to apply for different types of state jobs. The system allows you to change, copy, or delete them, and print blank ones to fill out by hand.

 **Tip:** If you are applying for different types of jobs that require substantially different skills or experience, creating different application templates to match the job requirements can save you time when you apply for those jobs.

► **To view and manage your State of Texas Application templates:**

1. From the Quick Menu in the left navigation panel, click **My Portfolio ► My Individual Plans ► Employment Plan Profile**. Your employment plan profile page displays with the **Résumés** tab active.
2. Click the State Application Templates tab. Any State of Texas Application templates you've created are listed on this page (see figure below).

[Résumés](#)
[Job Applications](#)
[Online Application](#)
[State Application Templates](#)
[Virtual Recruiter](#)
[Employment Strategy](#)
[Employment Goals](#)

To sort on any column, click a column title.

State of Texas Application Templates	Action	Select
My State Jobs	View <hr/> Edit <hr/> Copy	<input type="checkbox"/>
		Delete



 Page of 1  

Rows

1 Records Found

[Create a New State of Texas Application Template](#)

[ [Print a blank State of Texas Application](#)]

State Application Templates Page

From this page, you can:

- Edit a template using the wizard by clicking either the template title link or the [Edit](#) link.
- View the template as a partially filled-in* State of Texas Application job application form in PDF format by clicking the [View](#) link. You can print the form template from the PDF window. *All but the actual job posting information is pre-filled (see figure below for a sample template in PDF format).
- Copy a template to use as the starting point for a new one by clicking the [Copy](#) link. You can then edit the copy using the wizard.
- Delete a template by clicking the **Select** checkbox and then the [Delete](#) link in the Select column.
- Create a new template from scratch using the wizard by clicking the **Create a New State of Texas Application Template** button.
- Print a blank application form to complete by hand by clicking the [Print a blank State of Texas Application](#) link. See “Printing a Blank State of Texas Application Form” on page 16 for details.

Sample State of Texas Application Form Template



**THE STATE OF TEXAS
APPLICATION FOR EMPLOYMENT**

For State Agency Use Only

Date Received _____

Time Received _____

Received By _____

Job Applicant No. _____

PRINT IN BLACK INK OR TYPE. These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave questions blank.** Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed. Resumes will not be accepted in lieu of applications,** unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

NAME SWANSON RON (Last) (First) (Middle) (800) 555-1212 (Daytime Phone)

MAILING ADDRESS 1620 HICKORY AVE AUSTIN TX US (Street) (City) (State) (Zip) (Country) (Work Phone, Optional)

E-MAIL ADDRESS RSWANSON1620@GMAIL.COM

List any other names used if different from name on this application. _____

List exact title of position or type of work and location for which you wish to apply:	Job Posting Number 0	Closing Date
List the state agency with which you wish to apply:	Do you have any relatives working for this agency? If so, list names and relationships:	

Full-Time Part-Time Summer Temp/Project Date available for work? Two weeks from job offer Are you at least 17 years of age? Yes No

Are you willing to work hours other than 8-5? Yes No What days are you unable to work? Saturday and Sunday

Are you willing to travel? Yes No If yes, what percent of time? 0%

Current Driver's License # (if required for position) TX 12345678 (State) (Number) Commercial Driver's License Yes No

Geographic preference. (Be specific to city/area. If no preference, write "statewide.") Travis County

Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge? Yes No If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors _____

EDUCATION (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)

High School Graduate or GED? Yes No If yes, name and location of high school or GED institute: Austin High School

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From		To						
		Mo.	Yr.	Mo.	Yr.					
Undergraduate College or Un...	Texas State /Austin TX	4	2011					Bachelor's Degree	Veterinary Assistant	

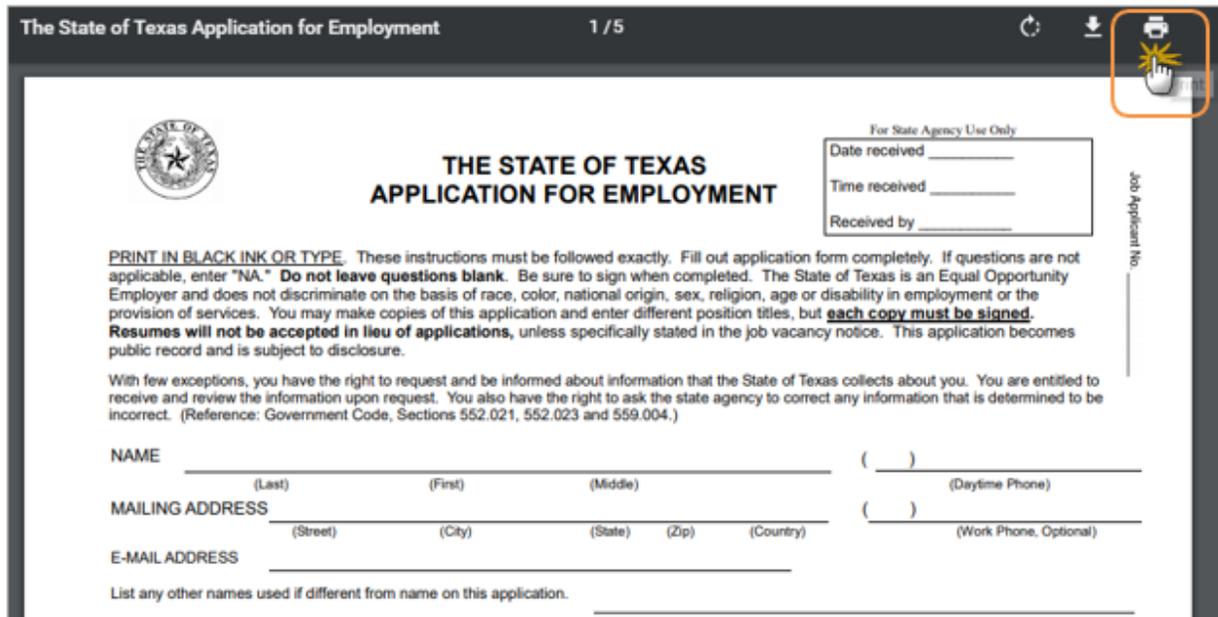
Sample State of Texas Application Form Template (partial)

Printing a Blank State of Texas Application Form

You can print a blank State of Texas Application form to complete by hand.

► **To print a blank State of Texas Application form:**

1. From the Quick Menu in the left navigation panel, click **My Portfolio ► My Individual Plans ► Employment Plan Profile**. Your employment plan profile page displays with the Résumés tab active.
2. Click the [State Application Templates](#) tab. Any templates you've created are listed on this page (see figure above).
3. Click the [Print a blank State of Texas Application](#) link at the bottom of the page. A PDF version opens in a new window (see figure below).



Blank State of Texas Application Form in PDF Preview Window

4. Move the mouse pointer up to the top right of the window and a mini toolbar will drop down.
5. Click the printer icon (see above) to display the PDF Print Settings panel (see figure below).
6. For best results, use the following print settings:

- **Pages** – All
- **Copies** – any number
- **Color** – Black and white

Under **More settings** (click down arrow):

- **Paper size** – Letter (8.5 x 11")
- **Pages per sheet** – 1
- **Quality** – 300 dpi
- **Scale** – leave **Fit to page** checkbox blank; 100 as scale value
- **Options** – leave **Two-sided** checkbox blank

7. Click the **Print** button.

Print

Total: 5 sheets of paper

Print Cancel

Destination PHPNT90501 on pri

Pages All

e.g. 1-5, 8, 11-13

Copies 1

Color Black and white

More settings ^

Paper size Letter (8.5 x 11")

Pages per sheet 1

Quality 300 dpi

Scale Fit to page

100

Options Two-sided

Print using system default (Ctrl+Shift+P)



**THE STATE OF TEXAS
APPLICATION FOR EMPLOYMENT**

For State Agency Use Only
 Date received _____
 Time received _____
 Received by _____

PRINT IN BLACK INK OR TYPE These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." Do not leave questions blank. Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed.** Resumes will not be accepted in lieu of applications, unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

NAME _____ ()
(Last) (First) (Middle) (Daytime Phone)

MAILING ADDRESS _____ ()
(Street) (City) (State) (Zip) (Country) (Work Phone, Optional)

E-MAIL ADDRESS _____

List any other names used if different from name on this application. _____

List exact title of position or type of work and location for which you wish to apply:	Job Posting Number	Closing Date
List the state agency with which you wish to apply:	Do you have any relatives working for this agency? If so, list names and relationships:	

Full-Time Part-Time Summer Temp/Project Date available for work? _____ Are you at least 17 years of age? Yes No

Are you willing to work hours other than 8-5? Yes No What days are you unable to work? _____

Are you willing to travel? Yes No If yes, what percent of time? _____

Current Driver's License # (if required for position) _____ (State) (Number) Commercial Driver's License Yes No

Geographic preference. (Be specific to city/area. If no preference, write "statewide.") _____

Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge? Yes No If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors.

EDUCATION (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)

High School Graduate or GED? Yes No If yes, name and location of high school or GED institute: _____

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From	To	Mo.	Yr.					
Undergraduate Colleges or Universities										
Graduate Schools										
Technical or Vocational Schools										

Page 1 of 4

(0909)

AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date Issued	Date Expires	Issued by/Location of issuing authority (State or other authority) (City & State)	License No.

PDF Print Settings Panel

Finding State of Texas Jobs to Apply For

This section explains how to search for State of Texas jobs only.

⚠ Note: For details on all the other ways to search for jobs in WorkinTexas.com, see Chapter 3: Quick Menu in the Virtual OneStop – Individual Services User Guide.

► **To find State of Texas jobs to apply for:**

1. From the Quick Menu in the left navigation panel, click **Job Search**. The Job Search page displays with the Quick tab highlighted (see figure below).
2. If desired, change the **Area** in which to search for jobs by clicking the location link (see outlined link below); this defaults to what you entered when creating your résumé.

Job Search Page

3. Click the Advanced tab, then click the Preferred Employer link (see figure below) to jump down the Advanced Job Search page to that section (see figure below).

Advanced Job Search Page Links

💡 Tip: A Preferred Employer is one who is registered in WorkinTexas.com, just like you. Having employers register—and thus be “preferred”—ensures you are only applying for jobs posted by reputable employers.

Preferred Employer Criteria

Employer Size: From: To: Employees

Employer Type: [[Check All](#) | [Uncheck All](#)]

<input type="checkbox"/> Education (Higher)	<input type="checkbox"/> Education (K-12)
<input type="checkbox"/> Federal Government	<input type="checkbox"/> International/Foreign Government
<input type="checkbox"/> Local Government	<input type="checkbox"/> Non-Profit
<input type="checkbox"/> Private Sector	<input type="checkbox"/> Staffing Agency
<input checked="" type="checkbox"/> State Government	<input checked="" type="checkbox"/> State Universities
<input type="checkbox"/> Unknown	

Unique Abilities Status:

Employer Federal Contractor:

Jobs that will expire in:

★ Selecting criteria from this section will only return Preferred Employer job postings.

[[Top](#) | [Search](#) | [Bottom](#)]

Advanced Job Search Page – Preferred Employer Criteria Section

4. For the **Employer Type**, click the *State Government* and *State Universities* checkboxes to select them.
 5. Click the [Search](#) link. The Job Search results page displays (see figure below).
-  **Note:** The search process may take some seconds based on your search criteria and the number of job matches.

Work In Texas Here is a listing of job openings in Travis County that meet your search criteria.
Click on a job title to see more information about the job.
IMPORTANT WARNING: Always be on the lookout for job scams! Learn more on how to protect yourself against online scams and identity theft.

 For help click the information icon.

Your search found 2 job(s), representing at least 100 position(s), that matched your search criteria. Change your [search criteria](#). [Save this Job Search](#).

Results View: [Summary](#) | [Detailed](#)
To sort on any column, click a column title. Hide potential duplicate jobs

Date Last Modified	Job Title	Employer	Location	Requirements Matched			Salary	Source	Select
				Job Skills	General	Specialized			
04/23/2019 11:13:00 PM	Cafeteria Chef	Texas Department of Schools	Austin, TX	0%	50%	No	\$36,000.00 to \$42,000.00 per year	★	<input type="checkbox"/>
04/19/2019 6:07:00 AM	Chef Manager	State Cafeteria	Austin, TX	0%	50%	No	\$36,000.00 to \$42,000.00 per year	★	<input type="checkbox"/>

The Requirements Matched values are determined by comparing your résumé to the specifications in the job posting.

Gold stars indicate Preferred (registered) Employers.

Records per page:

Source: ★ [Preferred Employer], CORP [Corporate], EDU [Education Institution], GOVT [Government], HOSP [Hospitals], NLX [National Labor Exchange profit], PJB [Private Job Board], RECT [Recruiter], SM [Social Media], SJB [State Job Board], VOL [Volunteer]
[\[Change job search criteria \]](#)

Job Search Results Page with State Jobs

From this page, you can:

- Save this search criteria to re-use as a “virtual recruiter” by clicking the [Save this Job Search](#) link.
- See more job details from this page by clicking the [Detailed](#) link; click the [Summary](#) link to return to the default view.
- View the details of a job posting on the Job Details page by clicking its job title link. From there, you can apply for the job. See “Applying for a State of Texas Job” below for details.
- See where the employer is located on Google Maps by clicking the **Select** checkbox and then the [Map](#) link in the Select column. The map appears in a separate pop-up window.

⚠ Note: The Requirements Matched values are determined by comparing your résumé to the specifications in the job posting. Gold stars in the Source column indicate Preferred (registered) Employers. For details on the tasks listed above, see Chapter 3: Quick Menu in the Virtual OneStop – Individual Services User Guide.

Applying for a State of Texas Job

The Job Details page (see figure below) contains all the information available about the job you are interested in. Because there is much information to share, it is divided into labeled sections that you can show and hide by clicking the plus sign **+** and minus sign **-** icons on the right side of the page (see the magnified section in the figure below).

⚠ Note: See Chapter 5: Job Seeker Services in the Virtual OneStop – Individual Services User Guide for more information on applying for jobs from this page.

How to apply

Displaying 1 of 2 Jobs | [Return to list of jobs](#) | [Share](#) | [Print Job Order](#) | > >

Between 36k and

\$42k

Per Year

Cafeteria Chef

Texas Department of Schools
Chefs and Head Cooks

Location: Austin, TX - 78701 Job #: 69
 Positions available: 50 Work At Home: Not Specified
 Posted: 4/22/2019 Source: Work In Texas Plus
 Updated: 4/23/2019 Site: Work In Texas Plus
 Expires: 5/22/2019

Job Requirements

HS

18 YEARS

Job Properties

Full

Regular

\$50k+

Shift

Work In Texas Plus

Match Scores + i

Job Description + i

Employer Research

Location/Work Site Information

Compensation and Hours

Work Experience

Education and Training

Skills Required + i

Specialized Job Requirements + i

Occupation Information + i

Personal Requirements + i

Nature of the Work + i

Match Scores + i

Job Description - i

May plan and price menu items, order supplies, and keep records and accounts. Direct and may participate in the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods.

Job Details Page with Sections Hidden

► **To apply for a State of Texas job:**

1. From the Job Details page, click the **How to apply** button at the top of the page (see figure above). The Apply for Job page displays (see figure below).

Job Order Number	69
Company	Texas Department of Schools
Job Title	Cafeteria Chef

To apply, you must be a U.S. Citizen or have authorization to work in the United States. If you are not a U.S. Citizen and qualify for employment in the U.S., please indicate the type of authorization you have. To apply, click on the button of your preferred application method under one of the options below.

Apply via State of Texas Application

The employer requests you submit a State of Texas Application. You must attach one of your State of Texas Applications for this employer to review.

Apply for Job Page

⚠ **Note:** Some employers allow more than one way to apply for their jobs, for example, online résumé or a résumé or application mailed in to their office; the State of Texas only allows applications via the online State of Texas Application form.

2. Click the **Apply via State of Texas Application** button. The page refreshes with an additional field to select a State of Texas Application template you previously created.
 - a. If you haven't created a template yet, click the [Create a New State of Texas Application](#) link to launch the template wizard. Follow the steps in "Creating State of Texas Application Template" beginning on page 1 (see figure below).

Apply via State of Texas Application

Please use the drop down menu below to select a State of Texas Application or Template to apply for this job. If you need to create a New State of Texas Application, click on the Create a New State of Texas Application link below.

State of Texas Application Template Selection Drop-Down List

3. Click the drop-down list and select the desired template. The page will redisplay with the application template displayed in a mini PDF viewer pane (see figure below).

Apply via State of Texas Application

Please use the drop down menu below to select a State of Texas Application or Template to apply for this job. If you need to create a New State of Texas Application, click on the Create a New State of Texas Application link below.

My State Jobs ▾

[\[Create a New State of Texas Application \]](#)

[\[Edit | Continue \]](#)

State of Texas Application PDF Viewing Pane

4. Use the scroll bar on the right side of the viewing pane to review your application before continuing.
 - a. To change any of the information, click the Edit link to launch the template wizard and create a new template.
5. Click the Continue link to continue with the application process. The Job Order Information page displays (see figure below).

Job Order Information

Title of position: Cafeteria Chef

Title of work: Chefs and Head Cooks

Location: Austin, TX

Job Posting Number: 69

Agency Job ID:

Closing Date: 5/22/2019

Name of the state agency with which you wish to apply: Texas Department of Schools

Do you have any relatives working for this agency? If so, list names and relationships:

State of Texas Application Job Order Information Page

- 6.** If you have any relatives working for this agency, list their names and relationships to you in the text box; if not, you can enter *none*.
- 7.** Click **Next** to continue to the Additional Questions page (see figure below).

Additional Questions

Sign Language (if required for this position): Yes No

Are you a certified interpreter?: Yes No

Do you speak a language other than English? (if required for this position): Yes No Not required for this position

Do you write a language other than English? (if required for this position): Yes No Not required for this position

Special Training / Skills / Qualifications: List all job related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, type of software and hardware. (if none, state "N/A")

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

B I U Ix |

Format Font 16

Advanced Excel proficiency

✓

body span

[Clear Text | Remove All Formatting]

How did you **first** find out about this job?

<input type="radio"/> 01-Other State Employee	<input type="radio"/> 05-Television	<input type="radio"/> 09-Radio
<input type="radio"/> 02-Job Fair	<input type="radio"/> 06-Newspaper	<input type="radio"/> 10-Agency Web Site-Internet
<input type="radio"/> 03-Professional Publication	<input type="radio"/> 07-College/University Career Day	<input checked="" type="radio"/> 11-WorkInTexas.com
<input type="radio"/> 04-Recruitment Poster	<input type="radio"/> 08-Human Resource/Personnel Office	<input type="radio"/> 12-Other (specify)

Cancel
Previous
Next

State of Texas Application Additional Questions Page

8. Answer any questions that have not been completed yet (from your template).
9. Specify how **you first found out about this job** by clicking on the radio buttons. This information helps the Texas Workforce Commission with their outreach efforts.
10. Click **Next** to continue to the Certification page (see figure below).

Certification

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY CHECKING THE CHECK BOX BELOW.

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
4. I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
5. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

Please check the check box to acknowledge that you have read and understand the above statements.

Please check the check box to acknowledge that you will be providing your contact information to the employer posting this job in addition to any other information you may have specified in your application.

State of Texas Application Certification Page

11. Read all statements carefully and indicate your understanding and acceptance by clicking the first checkbox.
12. Click the second checkbox to acknowledge that you approve of providing your contact information to the employer posting this job, in addition to any other information you have specified in your application.
13. Click **Next** to continue to the Equal Employment Opportunity (EEO) Data page (see figure below).

Equal Employment Opportunity (EEO) Data

This information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

Date of Birth: 02/28/1970

Gender: Male

Ethnic Origin: White

*** Do you agree to submit this EEO data?:**

State of Texas Application EEO Data Page

The EEO page shows demographic data from your registration information. It is being requested for the purpose of reporting to federal and EEO agencies and will not be considered as part of your application for employment.

14. If you voluntarily **agree to submit this EEO data**, select Yes from the drop-down list; if not, select No.

 **Note:** Choosing No will not adversely affect your employment chances.

15. Click the **Save** button to save the application. The Submit Application page displays (see figure below).

Your information was saved. To review it click on the View Application button or click on Submit Application to finish the submission process.

State of Texas Application Submit Application Page

16. To view the completed application and, optionally, print it, click the **View Application** button. A PDF version opens in a new window. Notice that the job-specific information is filled in (see the outlined section in the figure below).

 **Note:** See “Printing State of Texas Job Applications” below for directions on how to print.

PF_sota 1/5





**THE STATE OF TEXAS
APPLICATION FOR EMPLOYMENT**

For State Agency Use Only

Date Received _____

Time Received _____

Received By _____

PRINT IN BLACK INK OR TYPE. These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave questions blank.** Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed. Resumes will not be accepted in lieu of applications,** unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

NAME SWANSON RON (800) 555-1212
(Last) (First) (Middle) (Daytime Phone)

MAILING ADDRESS 1620 HICKORY AVE. AUSTIN TX US
(Street) (City) (State) (Zip) (Country) (Work Phone, Optional)

E-MAIL ADDRESS RSWANSON1620@GMAIL.COM

List any other names used if different from name on this application. _____

List exact title of position or type of work and location for which you wish to apply: Cafeteria Chef, Regular, Texas Department of Schools	Job Posting Number 69	Closing Date 05/22/2019
List the state agency with which you wish to apply: Texas Department of Schools	Do you have any relatives working for this agency? If so, list names and relationships: none	

Full-time Part-time Summer Temp/Project Date available for work? Two weeks from job offer Are you at least 17 years of age? Yes No

Are you willing to work hours other than 8-5? Yes No What days are you unable to work? Saturday and Sunday
 No If yes, what percent _____

Completed State of Texas Application Form

- To submit your application, click the **Submit Application** button (see figure above). The Apply for Job page redisplay with a confirmation of your submission (see the outlined section in the figure below).

Job Order Number	69
Company	Texas Department of Schools
Job Title	Cafeteria Chef

Apply via State of Texas Application

Thank you for your submission.

The employer was notified of your interest on 4/25/2019 12:35 PM

Additional Application Information

A State of Texas Application is needed to apply for this job.

[Return to Job Details](#)

Apply for Job Page with Submission Confirmation

Managing Your Job Applications

The Job Applications page lists all jobs to which you applied, not just the state jobs. From here, you can add notes to track the status of your applications, print submitted State of Texas Application forms, and delete applications that are no longer relevant.

► **To see a list of all your job applications and manage them:**

1. From the Quick Menu in the left navigation panel, click **My Portfolio** ► **My Individual Plans** ► **Employment Plan Profile**. Your employment plan profile page displays with the **Résumés** tab active.
2. Click the [Job Applications](#) tab. Any job applications you've submitted are listed on this page (see figure below).

[Résumés](#)
Job Applications
[Online Application](#)
[State Application Templates](#)
[Virtual Recruiter](#)
[Employment Strategy](#)
[Employment Goals](#)

 For help click the information icon.

This screen defaults to display applications that are still active. You may set any application to delete status if you are no longer interested. The drop down allows you to view applications that are active or inactive.

View All Current ▾

[\[Enter an Offline Job Application \]](#)

To sort on any column, click a column title.

Job Title	Employer	Occupation	Job ID	Original Date Viewed	Action	Select
Cafeteria Chef	Texas Department of Schools	Chefs and Head Cooks	69	4/25/2019	Details	<input type="checkbox"/>
						Delete

Page 1 ▾ of 1
Rows 10 ▾

1 Records Found

Search for a Job

Job Applications Tab

From this page, you can:

- View and manage job application details by clicking either the job title link or the [Details](#) link. See “Updating Job Application Details” below.
- Delete an application by clicking the **Select** checkbox in the Select column and then the [Delete](#) link at the bottom of the column.
- Search for a job to apply for by clicking the **Search for a Job** button.

 **Tip:** You are able to print your job applications from the Job Application Details page; see “Updating Job Application Details” below.

Updating Job Application Details

On the Job Application Details page, you can add notes to track the status of your applications; print submitted State of Texas Application forms; and delete applications that are no longer relevant.

Job Information

Job Order ID : 69
Job Title : Cafeteria Chef
Employer : Texas Department of Schools
Occupation : Chefs and Head Cooks
Location : 100 Mark Twain Drive, Austin, TX 78701
Job Bank Source : Preferred Employer
Date First Viewed Online : 4/25/2019

[\[View Job Details \]](#)

Click to open the Job Order Details page, which shows all information available for the job posting. It will also show the date and time you applied for the job.

Job Apply History

Application Method: Apply via State of Texas Application on 4/25/2019 12:35:46
Application: Job ID #69 [\(view\)](#)

Click [view](#) to open the PDF viewer window, where you can print the completed job application form. See below for directions.

Employer Information

*** Employer:**
Address:
*** Zip:**
*** City:**
*** State:**

If you get more specific location information—pertinent to the position you applied for—you can change it here (it defaults to the employer's primary location address on file).

Contact Information

*** Initial Contact Method:**
Contact Title:
Contact First Name:
Contact Last Name:
Contact Phone: - -
Contact Email:
Contact Website:

If you get more specific contact information—for example, someone you have interviewed with or spoken to about the job—you can enter it in this section.

Notes

Please enter any notes about this job that you would like to provide.

Mary Jones called on 4/30/19 for a phone interview. Waiting to hear back

Keep track of the application status in the Notes box, for example, dates and outcomes or phone calls, interviews, job offers, etc.

[Delete Application](#)

Job Application Details Page

From this page, you can:

- Click [View job Details](#) to open the Job Order Details page, which shows all information available for the job posting. It will also show the date and time you applied for the job.
- Click [view](#) to open the PDF viewer window, where you can print the completed job application form. See below for directions.
- Keep track of the application status in the Notes box, for example, dates and outcomes or phone calls, interviews, job offers, etc.
- If you get more specific location information—pertinent to the position you applied for—you can change it in the Employer Information section (it defaults to the employer’s primary location address on file).
- If you get more specific contact information—for example, someone you have interviewed with or spoken to about the job—you can enter it in the Contact Information section.
- Click the **Save** button to save any changes you make on this page. You will return to the Job Applications tab.

Printing State of Texas Job Applications

You can print copies of your completed job applications to submit in person or through the mail, and for your own records.

► **To print a completed State of Texas Application job application form:**

1. From the Quick Menu in the left navigation panel, click **My Portfolio ► My Individual Plans ► Employment Plan Profile**. Your employment plan profile page displays with the Résumés tab active.
1. Click the [Job Applications](#) tab.
2. For the application you wish to print, click either its job title link or [Details](#) link. The Job Application Details page displays.
3. In the Job Apply History section, click the [view](#) link (see figure above). The application appears in a PDF viewer window.
4. Move the mouse pointer up to the top right of the window and a mini toolbar will drop down.
5. Click the printer icon (see figure above) to display the PDF Print Settings panel.
6. Change print settings as needed, then click the **Print** button.

 **Note:** See “Printing a Blank State of Texas Application Form” on page 16 for details on print settings.