



APPLICANT INFORMATION SHEET

Your interest in applying with the Texas Department of Transportation (TxDOT) is greatly appreciated. Please review the following information prior to completing your application.

- È Follow the instructions on the Application for Employment. Complete an application **ONLY** if you are applying for a specific job vacancy. You must submit a separate application for each job posting.
- È Submit your application either in person or by mail to your nearest TxDOT location. Locations, mailing addresses and phone numbers of TxDOT district and Austin Central offices are printed on the back of this sheet. Faxed applications are only accepted from applicants residing in another state. A hard copy must be sent in addition to the faxed application.
- È Applications must be received by the closing date and time noted on the job vacancy notice. **A mailed application must be postmarked on or before the closing date.**
- È **Application Drop Boxes for 24 hour deposit of TxDOT employment applications** are located at those addresses marked with an asterisk on the back of this sheet. TxDOT blank applications may also be obtained at these boxes.

Your application should clearly describe how you meet the minimum requirements (education, experience, and knowledge, skills and abilities) for the position. You may attach a separate sheet(s) to specifically explain how you meet each of the knowledge, skills and abilities requirements listed in the job vacancy notice. **Interviewee selection is based on information provided explaining how the applicant meets each knowledge, skill and ability requirement.**

You may submit attachments to provide the **ASummary of Experience@** information in the Employment History section of the application. A note to **ASee Attachment@** in the experience portion of the application is acceptable. All other items under Employment History, such as title, employer, starting and leaving dates and supervisor's name and phone number, must be fully completed. Resumes and attachments explaining knowledge, skills and abilities will continue to be accepted for whatever additional information they contain, but not in place of a completed application. Pictures and/or letters of recommendation will not be accepted with applications.

If assistance is required, either in filling out the application forms or special accommodations, please contact the nearest TxDOT office in your area. TxDOT will provide accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.

For information regarding current job vacancies, you may call the TxDOT Job Line at 1-800-893-6848, or visit our home page on the Internet at <http://www.dot.state.tx.us/txdot.htm>. If you are in the Austin area, you may also visit our Central Employment Office located at 200 East Riverside Drive, Austin, Texas.

What happens to your application after you leave it with us?

After the job closes, your application will be forwarded to the appropriate Human Resources Officer. If you are selected for a personal interview, you will be contacted by the supervisor hiring for the job opening.

Thank you for considering employment with TxDOT.

"An Equal Employment Opportunity/Affirmative Action Employer"

TEXAS DEPARTMENT OF TRANSPORTATION

CITY	MAILING ADDRESS	TELEPHONE	LOCATION
ABILENE	P.O.Box 150 Abilene 79604-0150	915-676-6817	4250 N. Clack Abilene 79601-9803
AMARILLO	P.O.Box 2708 Amarillo 79105-2708	806-356-3230	5715 Canyon Dr. Amarillo 79110-3025
ATLANTA	P.O.Box 1210 Atlanta 75551-1210	903-799-1254	FM 249 & Park St. (FM 785) Atlanta 75551-2419
AUSTIN*	P.O. Drawer 15426 Austin 78761-5426	512-832-7010	7901 IH. 35 North Austin 78753-6602
AUSTIN DIVISION* EMPLOYMENT OFFICE	125 E. 11th St. Austin 78701	512-416-2994	200 E. Riverside Dr. #218 Austin 78704
BEAUMONT	P.O.Box 3468 Beaumont 77704-3468	409-898-5810	8350 Eastex Freeway Beaumont 77708-3468
BROWNWOOD	2495 U.S. 183 North Brownwood 76802	915-643-0423	2495 U.S. 183 North Brownwood 76802
BRYAN	1300 N. Texas Ave. Bryan 77803-2760	409-778-9728	1300 N. Texas Ave. Bryan 77803-2760
CHILDRESS	P.O.Box 900 Childress 79201-0900	940-937-2571	1700 Ave. F Northwest Childress 79201-3321
CORPUS CHRISTI	P.O.Box 9907 Corpus Christi 78469-9907	512-808-2235	1701 S. Padre Island at Greenwood Dr. Corpus Christi 78416-1324
DALLAS	P.O.Box 133067 Dallas 75313-3067	214-320-6280	9700 E. R. L. Thornton Dallas 75228-5619
EL PASO	P.O.Box 10278 El Paso 79994-0278	915-774-4382	212 North Clark Dr. El Paso 79905-3106
FORT WORTH	P.O.Box 6868 Ft. Worth 76115-0868	817-370-6508	2501 S.W. Loop Ft. Worth 76133-3714
HOUSTON	P.O.Box 1386 Houston 77251-1386	713-802-5091	7721 Washington Ave. Houston 77007-1095
LAREDO	1817 Bob Bullock Loop Laredo 78043	956-712-7400	1817 Bob Bullock Loop Laredo 78043
LUBBOCK*	P.O.Box 771 Lubbock 79408-0771	806-748-4440	135 Slaton Rd. Lubbock 79404-5818
LUFKIN	1805 N. Timberland Dr. Lufkin 75901-2337	409-633-4365	1805 N. Timberland Dr. Lufkin 75901-2337
ODESSA	3901 E. Hwy. 80 Odessa 79761	915-498-4738	3901 E. Hwy. 80 Odessa 79761
PARIS	1365 N. Main St. Paris 75460	903-737-9210	1365 N. Main St. Paris 75460
PHARR	P.O. Drawer EE Pharr 78577-1231	956-702-6105	600 W. Expressway U.S. 83 Pharr 78577-6510
SAN ANGELO	4502 Knickerbocker Rd. San Angelo 76904	915-944-1501	4502 Knickerbocker Rd. San Angelo 76904
SAN ANTONIO	P.O.Box 29928 San Antonio 78284-3601	210-615-5809	4615 N.W. Loop 410 San Antonio 78284-3601
TYLER	2709 W. Front St. Tyler 75702	903-510-9218	2709 W. Front St. Tyler 75702
WACO	P.O.Box 1010 Waco 76703-1010	254-867-2700	100 S. Loop Dr. Waco 76705
WICHITA FALLS	1601 Southwest Pkwy. Wichita Falls 76302-4906	940-720-7795	1601 Southwest Pkwy. Wichita Falls 76302-4906
YOAKUM	P.O.Box 757 Yoakum 77995-0757	512-293-4351	403 Huck Street Yoakum 77995

Internet Address (<http://www.dot.state.tx.us>) Statewide Jobline 1-800-893-6848

Application Drop Boxes (Austin)

* 125 E. 11th St. * 200 E. Riverside Dr. * 7901 IH 35 North *40th St. & Jackson Ave. (Adjacent to the entrance of Bldg. 1)
* 1101 E. Anderson Lane * 135 Slaton Rd. (Lubbock)

Revised 03/09/98



THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

For State Agency Use Only

Job Applicant # _____

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 have an original signature. Resumes will not be accepted in lieu of applications.** Unless specifically stated in the job vacancy notice, resumes are not accepted at most state agencies. This application becomes public record and is subject to disclosure.

NAME	(Last)	(First)	(Middle)	Social Security No.
MAILING ADDRESS, Current				Daytime Phone (include area code)
	(Street)	(City)	(State) (ZIP)	

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

List exact title of position or type of work for which you wish to apply:	Job Posting Number (if applicable)
List the state agency with which you wish to apply:	

Full-Time Part-Time Summer Temp/Project Date available for work? _____

Are you willing to work hours other than 8-5? Yes No Are you willing to work days other than Monday-Friday? Yes No

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

Driver's License # (if required for position) _____ Class A Class B Class C Class M
(State) (Number)

Are you at least 17 years of age? Yes No Class A Commercial Class B Commercial

Geographic preference. (Be specific to city/area. If no preference, write "statewide.") Class C Commercial Class M Commercial

Have you ever been convicted of a felony? Yes No

If your answer is "Yes," explain in concise detail on a separate sheet of paper, giving the dates and nature of the offense, the name and location of the court, and the 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 and deferred adjudication.

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

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12 Did you graduate/achieve GED? Yes No

Type of School	Name and Location of School	Dates Attended				Sem/Clock Hours Completed	Graduated?		Expected Graduation Date	Type of Diploma or Degree	Major/Minor Fields of Study
		From		To			Yes	No			
		Mo.	Yr.	Mo.	Yr.						
Undergraduate Colleges or Universities											
Graduate Schools											
Technical, Vocational, or Business Schools											

Date Received _____ Time Received _____ Received by _____

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	Issued by (State or other authority)	License No.	Location of issuing authority (City & state)

Special Skills/Qualifications: List all special 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.

Approximately how many words per minute do you type (if required for this position)? _____

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

If yes, what language(s) do you speak? _____ How fluently? Fair Good Excellent

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: _____

Have you ever retired from Texas State Government? Yes No

Do you have any relatives working for this agency? Yes No

List the names, relationship, city where employed. _____

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

Dates of Service (From/To) _____

Are you a surviving spouse or orphan of a veteran? Yes No

If yes, complete dates of service for veteran (From/To) _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

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 shall 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 some state agencies will check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with applicable statutes.
4. 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.

THIS APPLICATION MUST BE SIGNED. SIGN HERE: _____
Signature – Applicant _____ Date _____

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 qualifications.

1. Include ALL employment. Begin with your current or last position and work back to your first.
2. Employment history should include **each position** held, even those with the same employer.
3. Give a brief summary of the technical and, if appropriate, the managerial responsibilities of each position you have held.
4. For supervisory/managerial positions, indicate the number of employees you supervised.

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

Name: _____
Last
First
Middle
Social Security No.

Position Title: Employer: Mailing Address: City & State/ZIP: Employer's Telephone No. AC ()						Immediate Supervisor Name: Title: Telephone: AC ()			Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>		
Starting Date			Leaving Date			Current/ Final Salary	If supervisory, number of employees you supervised			Average # of hours worked per week if part-time	
Mo.	Day	Yr.	Mo.	Day	Yr.						
Summary of experience:											
Specific reason for leaving:											
Position Title: Employer: Mailing Address: City & State/ZIP: Employer's Telephone No. AC ()						Immediate Supervisor Name: Title: Telephone: AC ()			Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>		
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