



INSTRUCTIONS FOR APPLICANTS

Thank you for your interest in employment with the Texas Animal Health Commission (TAHC). Please read and follow these instructions carefully when submitting a State of Texas Application for Employment.

- Thoroughly review the job announcement before completing the application form. Applications should be tailored to each specific job posting so that you can emphasize work experience and skills that are most relevant to that position.
- Print in black ink or type. Fill the form out legibly and completely. If items are not applicable, enter "NA." DO NOT LEAVE ITEMS BLANK.
- The information included in the employment history section will be the official record of your employment experience. It must **accurately** reflect **all** significant duties performed. Screening for minimum qualifications is based on this information.
- In your application, you must specifically describe in detail how you meet minimum education and experience requirements as stated in the job announcement. No assumptions will be made. Failure to include specific examples of work duties in all areas of qualifications, knowledge, skills and abilities listed in the job announcement may result in your being considered unqualified and/or not being granted an interview.
- A separate application is required for each position. You may make copies of your 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 LIEU OF A COMPLETED APPLICATION, but may be submitted in addition to an application. Do not enter "See Resume" in the employment history section of the application. Remember, the application must be filled out completely.
- Include ALL employment, beginning with your current or last position and work back to your first. Each position should be listed separately, even those with the same employer, and you must clearly describe the duties and enter the dates for each.
- 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 EXACT SAME information in the SAME FORMAT as the application form.
- Carefully read the statements included in the signature section of the application. The application must have your original signature.

- Your application **MUST** be received in the Human Resources Office in Austin by the closing date shown on the job announcement. Job announcements are open for a minimum of ten business days unless otherwise noted. If a job announcement does not have a specific closing date but, instead, indicates "Open Until Filled," please check with the Human Resources Office to confirm that applications are still being accepted for that position.
- Applications are first screened by Human Resources staff to determine if minimum qualifications are met. If there is sufficient evidence in the completed application that the minimum posted qualifications are met, the application is forwarded to the hiring supervisor(s) to select the candidates to be interviewed.
- **ONLY THOSE WHO ARE INTERVIEWED for a position will be notified of the final outcome of the hiring process.**
- The hiring process normally takes several weeks from the date a position is posted until it is filled. You may contact the Human Resources office to confirm that your application was received; however, the Human Resources office does not have information regarding the exact status of each hiring process or a specific timeframe for conducting interviews and selecting a candidate for each particular position.

ALL APPLICATIONS MUST BE SUBMITTED TO:

Texas Animal Health Commission
 Attention: Human Resources
 P.O. Box 12966
 Austin, Texas 78711-2966
 (Physical Address: 2105 Kramer Lane, Austin 78758)
 (512) 719-0723 or (800) 550-8242, ext. 723

- A faxed (512-719-0783) or e-mailed (human.resources@tahc.texas.gov) application will be accepted to meet the deadline for accepting applications. An original signature version must be received before the conclusion of the hiring process.
- Your application will be kept in an active status for 90 days. You may update your application at any time while it is active; however, a new application must be submitted after 90 days.
- Check our web site for current job postings at **www.tahc.texas.gov**.

The Texas Animal Health Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in employment or in the provision of services. In compliance with the Americans With Disabilities Act, any requests for reasonable accommodation during the application and selection process should be communicated to our Human Resources Department at (512) 719-0700 or (800) 550-8242. For a telecommunications relay service for the Deaf and Hard of Hearing, please dial 711 (RELAY TEXAS).

***We Appreciate Your Interest In Employment With
 The Texas Animal Health Commission!***