



TEXAS

**Department of Family
and Protective Services**

How To Apply
and
Complete a State Application

Thank you for your interest in DFPS!

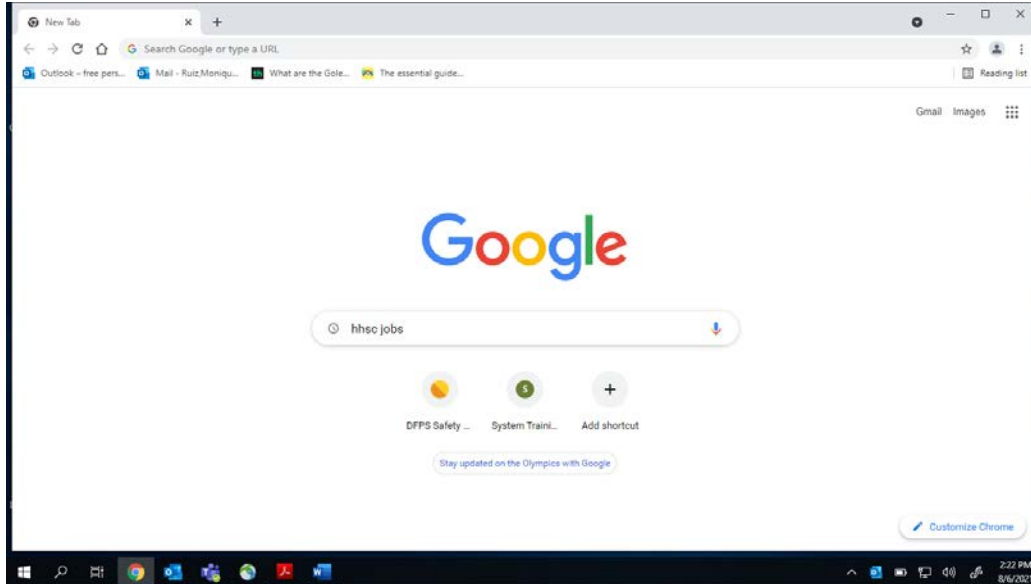
What you need to know before you submit your application:

1. **Complete the application in its entirety.** Please don't forget to include salary and dates. Make it obvious that you meet the initial screening criteria. Your previous salary may also be a great start to negotiate salary.
2. **There is no limit to the length of your application.** Your first impression is your application. Make each your job description as long as it needs to be to express why you believe you're the best candidate to perform all that's expected for the position. Don't worry about the length.
3. **List all relevant certifications or licensures on Step 5 of 10.** If you have any, even if they don't have licensure numbers nor end dates, please list them.
4. **Include your volunteer experience.** List the experience as part of your job history if its relevant to the position you seek. If you don't have a supervisor to note, please note someone who was aware of your efforts or contributions.
5. **List your additional duty as a separate job.** Include your primary job in your job history, but it's important to show how much time you spent conducting relevant work. The separation will describe how much time you spent executing the additional duty while serving in your primary role.

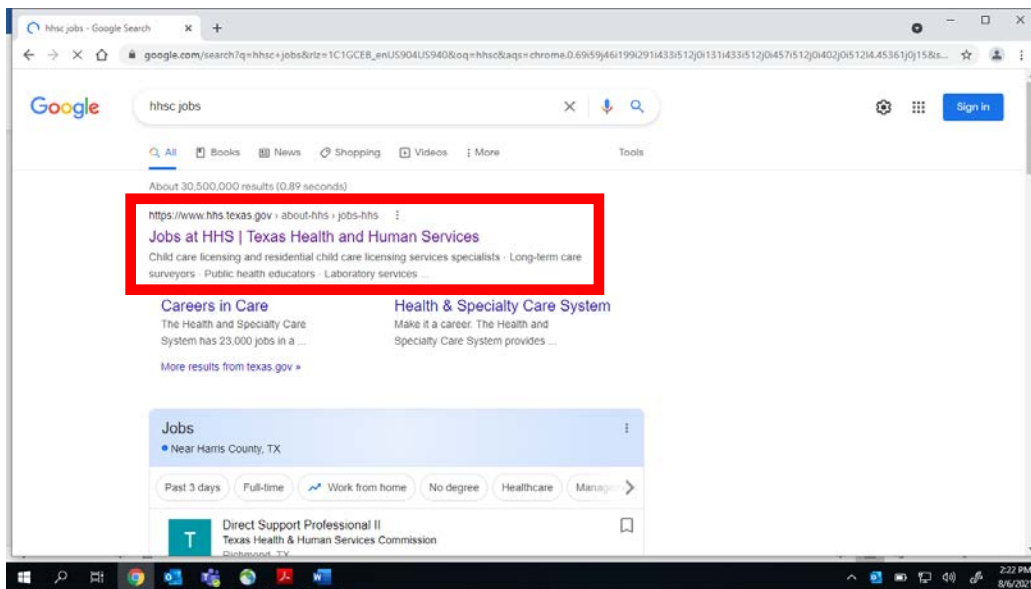
Example: You are a logistics manager with an additional duty as a Victim Advocate. The DFPS job you seek requires human services experience with children and families. You'll use "Logistics Manager" as one job and "Victim Advocate" as another job in your job history.

6. **Real people screen your application.** DFPS does not use a software that searches relevant terms.
7. **Don't delay, apply as soon as possible.** The supervisor or hiring specialist does not wait for the closing date to interview or select a candidate for the position.

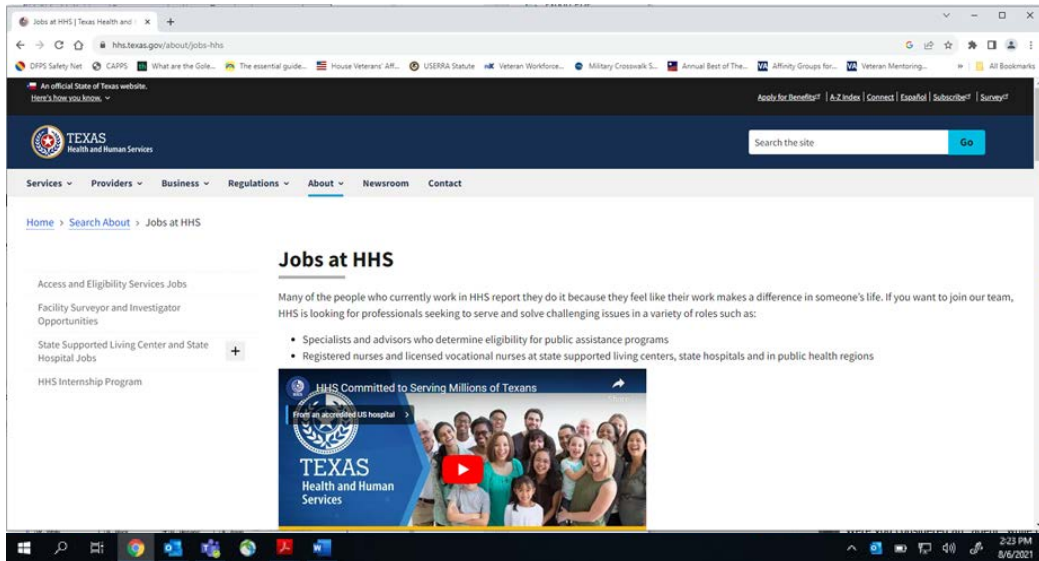
Google “HHSC Jobs”



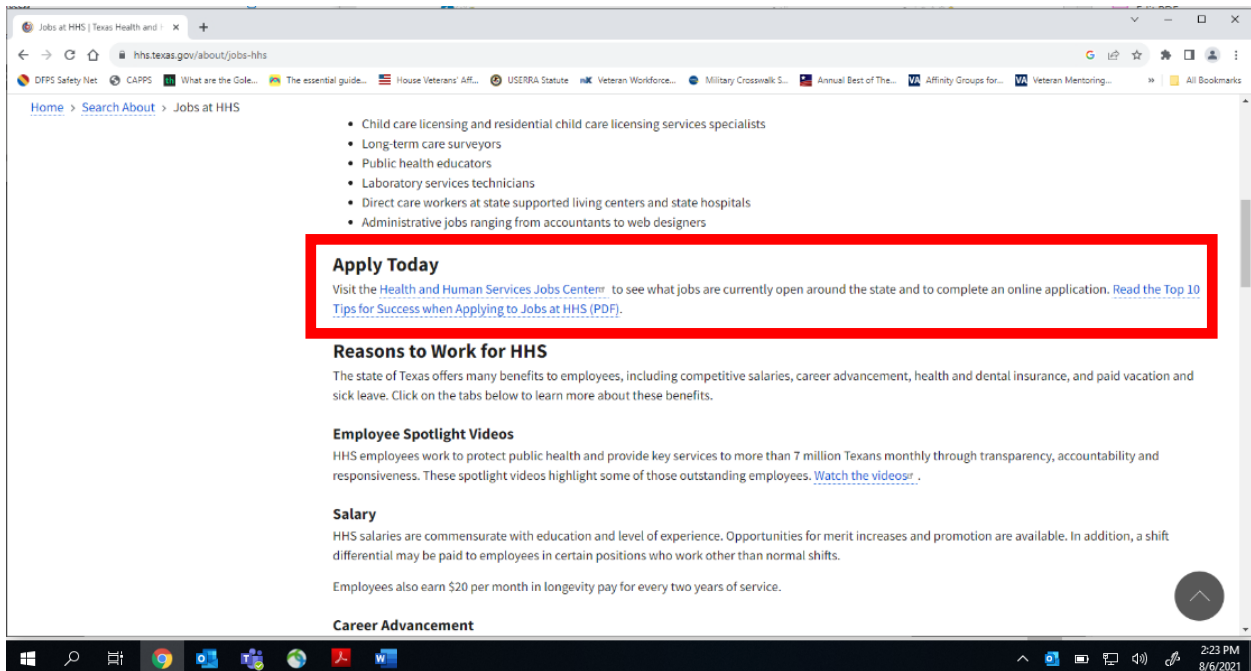
Select “Jobs at HHS Texas Health and Human Services”



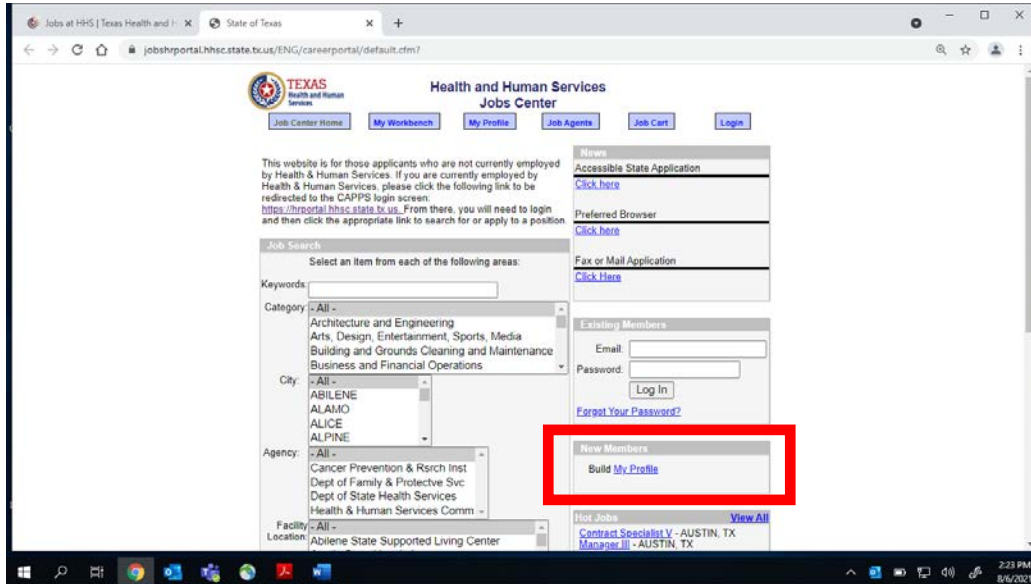
You'll see this page



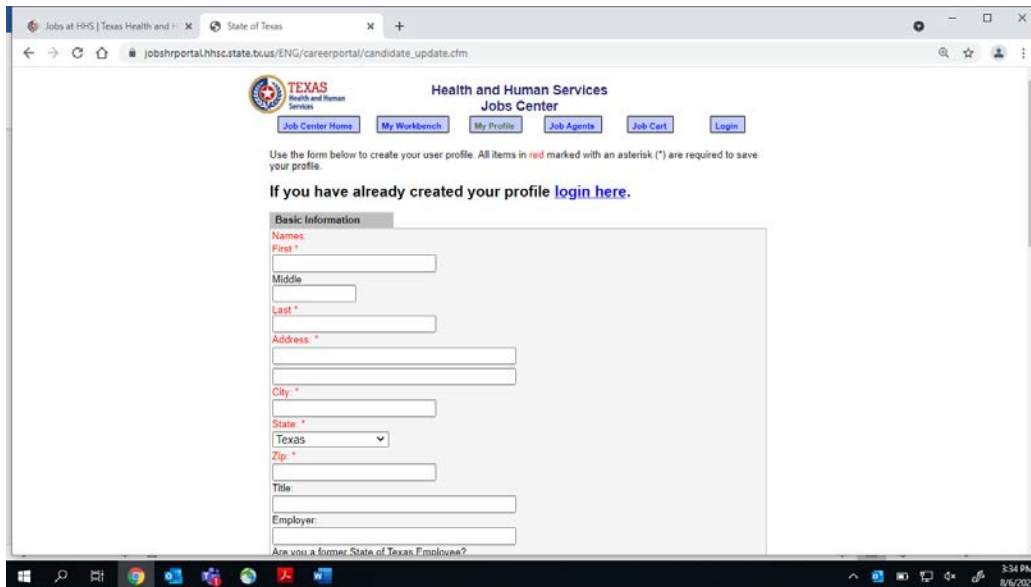
Scroll down about mid-page until you see **Apply Today** and click on “Health and Human Services Jobs Center”



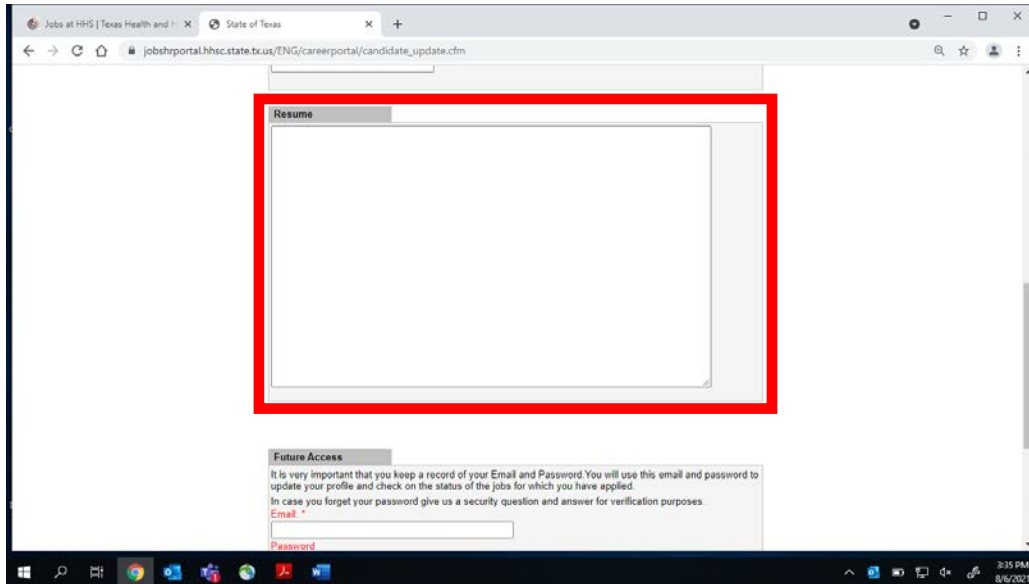
You'll see this page. Click on "Build [My Profile](#)" for New Members located on the right about mid-page.



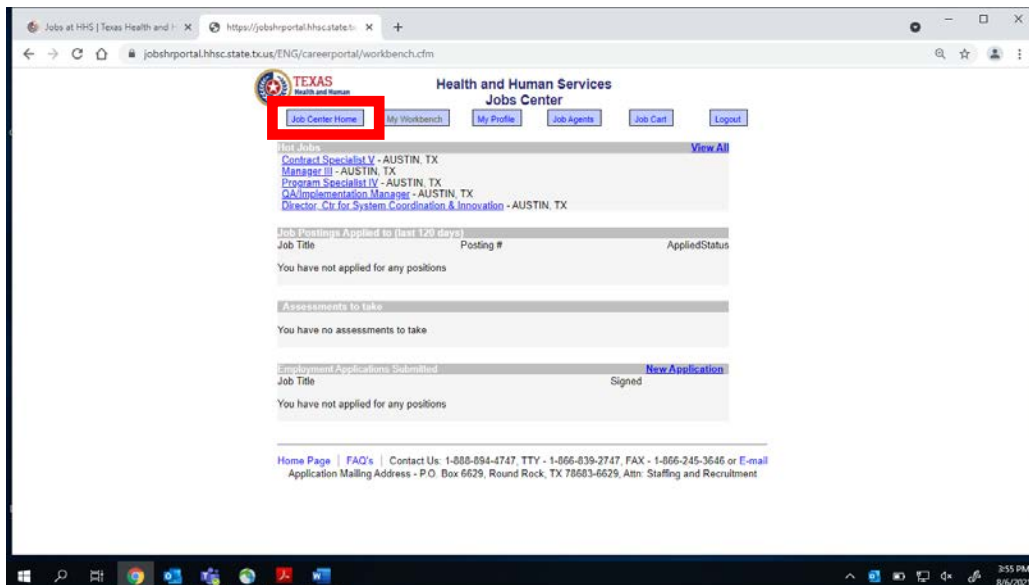
Complete the profile information as requested.



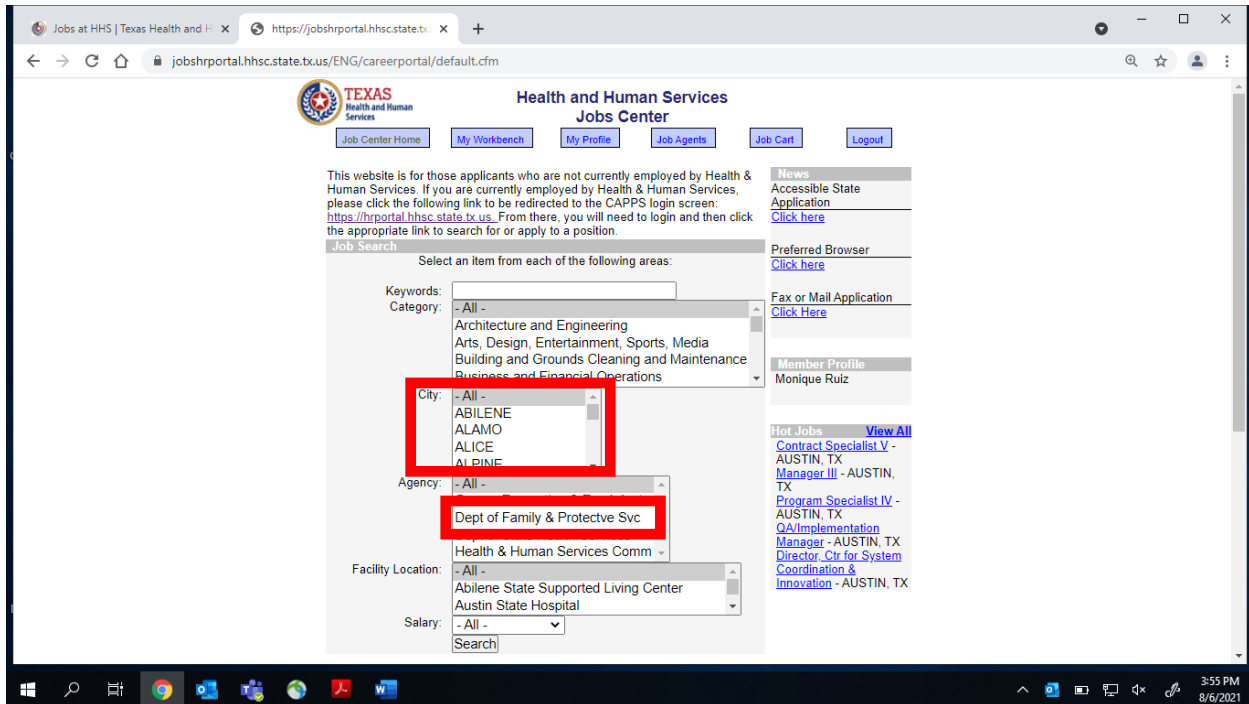
Copy and paste your resume information into this space.



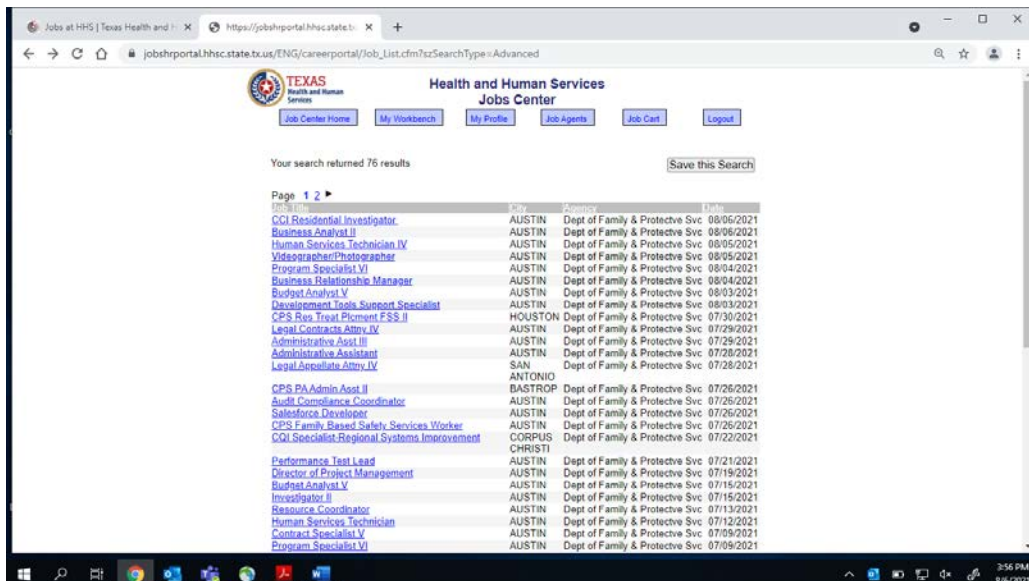
Once you complete the profile/resume/login page, you'll see this page. Click on "Job Center Home"



Select the city and agency you wish to view job postings for. For Department of Family and Protective Services jobs, select "Dept of Family & Protective Svc"



A list of jobs in the city/area you selected will populate. Postings with different city names have multiple openings in various cities, including the one you originally selected.



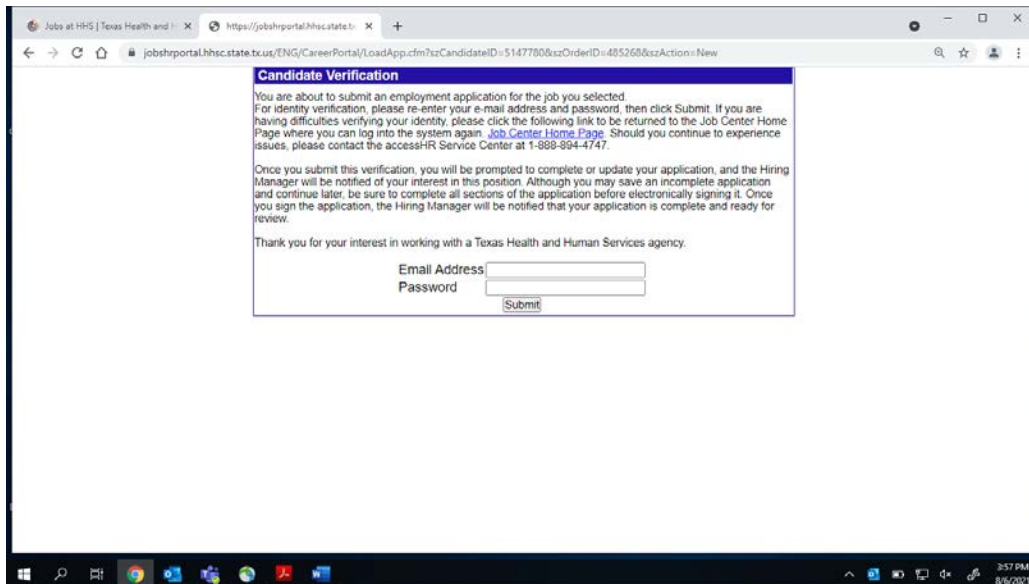
When you select the posting you wish to view, you'll see a page similar to this one. When you're ready to apply for the job, click "Apply to this job"

If you aren't ready and wish to draft an application to use for multiple postings, click "Add to job cart" to save the posting to reference later.

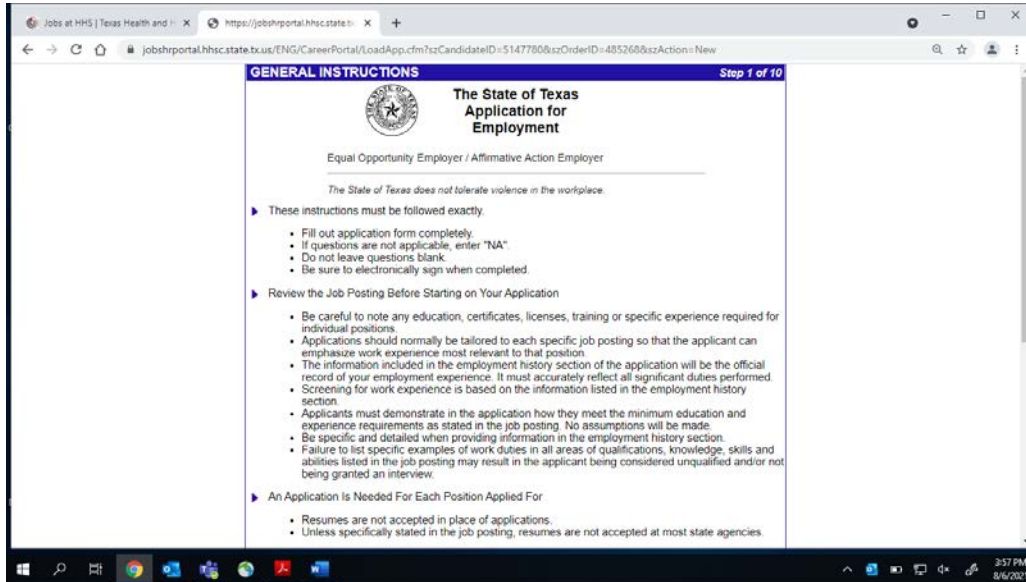
When you're ready, click "Job Cart" to view all the postings you saved.



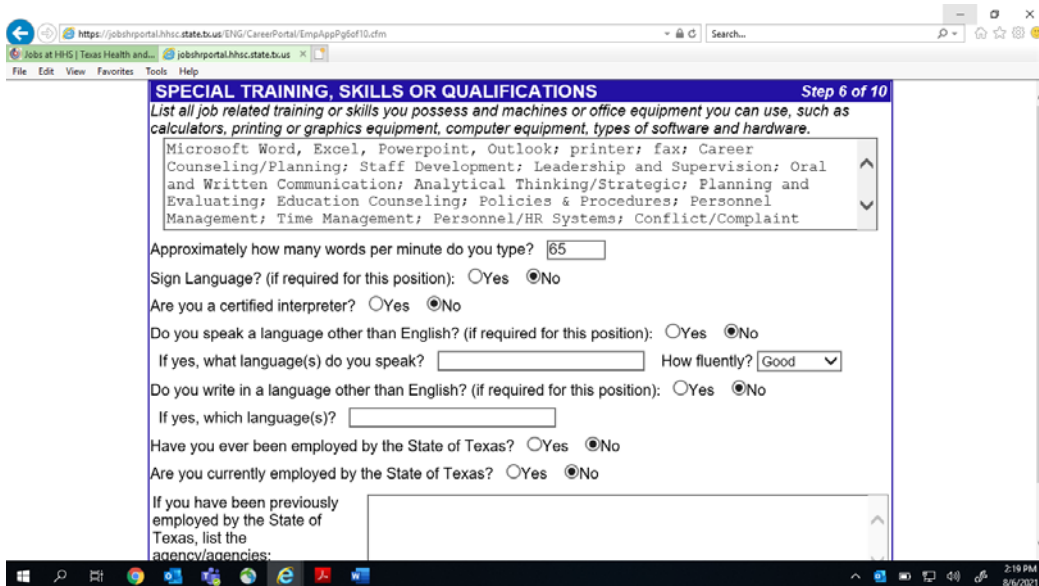
When you click on "Apply for this job," you'll see this page.



Once you login, you'll see this page to begin the state application. You'll go through a series of sections to complete it.



On Step 6 of 10, you'll use this space to note your general skills and abilities, and any specialized training / qualifications not listed as Licensures / Certifications section.



If you feel you're eligible for military preference, please be aware of the questions that assist you in self-identifying on Step 7 and 9.

FOSTER YOUTH STATUS Step 7 of 10
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

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 status:
Dates of Service: From To
Are you a surviving spouse of a veteran who has not remarried? Yes No
Are you a surviving orphan of a veteran killed while on active duty? Yes No
If yes (spouse or orphan), complete dates of service for veteran: From To
Are you the spouse of a member of the US armed forces or Texas National Guard serving on active duty? Yes No
Are you the spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability? Yes No

APPLICANT EEO DATA FORM Step 9 of 10

The 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.

Sex: M - Male F - Female
Birth Date:
Ethnic Origin:
 W - White B - Black H - Hispanic A - Asian
 I - American Indian or Alaskan Native P - Native Hawaiian or Other Pacific Islander M - Two or More Races
Surviving Spouse of Veteran who has not remarried: Yes No
Veteran: Yes No
Spouse of a member of the US armed forces or Texas National Guard serving on active duty: Yes No
Orphan of Veteran: Yes No
Spouse and primary source of income for a veteran who has a total disability with a rating of at least 70: Yes No
Former Texas Foster Youth 25 yrs of age: Yes No

Name of Newspaper:

To preview your state application prior to submission: when you get to Step 9 of 10,
At the bottom, click “Save & Continue Later”

NOTE: If you do not wish to preview it, click “Continue” to move on to the submission page.

Spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployment: Yes No

Former Texas Foster Youth 25 yrs of age or younger: Yes No

How did you find out about this job?

01 - Other State Employee 06 - Newspaper 11 - WorkinTexas.com

02 - Job Fair (specify) 07 - College/University Career Fair 12 - Other (specify)

03 - Professional Publication 08 - Human Resource/Personnel Office 13 - CareerArc

04 - Recruitment Poster 09 - Radio 14 - Twitter

05 - Television 10 - Agency Web Site - Internet 15 - Facebook

White - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Black - a person having origins in any of the black racial groups of Africa.
Hispanic - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

When you “Save & Continue Later,” you’ll be automatically directed to your **My Workbench** page.

Health and Human Services Jobs Center

[Job Center Home](#) [My Workbench](#) [My Profile](#) [Job Agents](#) [Job Cart](#) [Logout](#)

For Jobs [View All](#)

[Contract Specialist V - AUSTIN, TX](#)
[Manager III - AUSTIN, TX](#)
[Program Specialist IV - AUSTIN, TX](#)
[QA/Implementation Manager - AUSTIN, TX](#)
[Director, Ctr for System Coordination & Innovation - AUSTIN, TX](#)

Job Postings Applied to (last 120 days)

Job Title	Posting #	Applied	Status
Program Specialist VI	491852	08/06/2021	Incomplete Application
Program Specialist IV	488353	07/08/2021	Incomplete Application

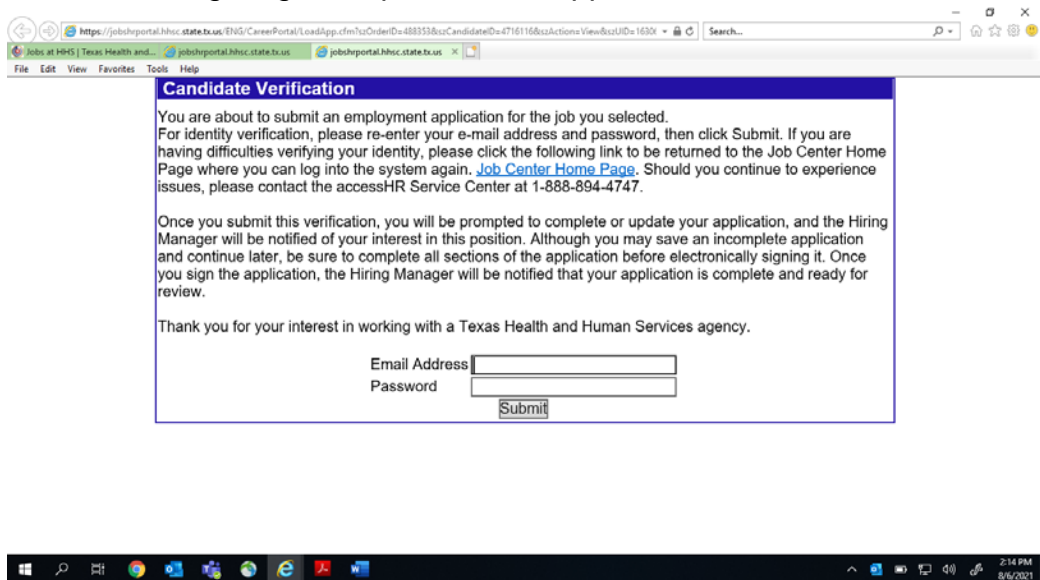
Assessments to take

You have no assessments to take

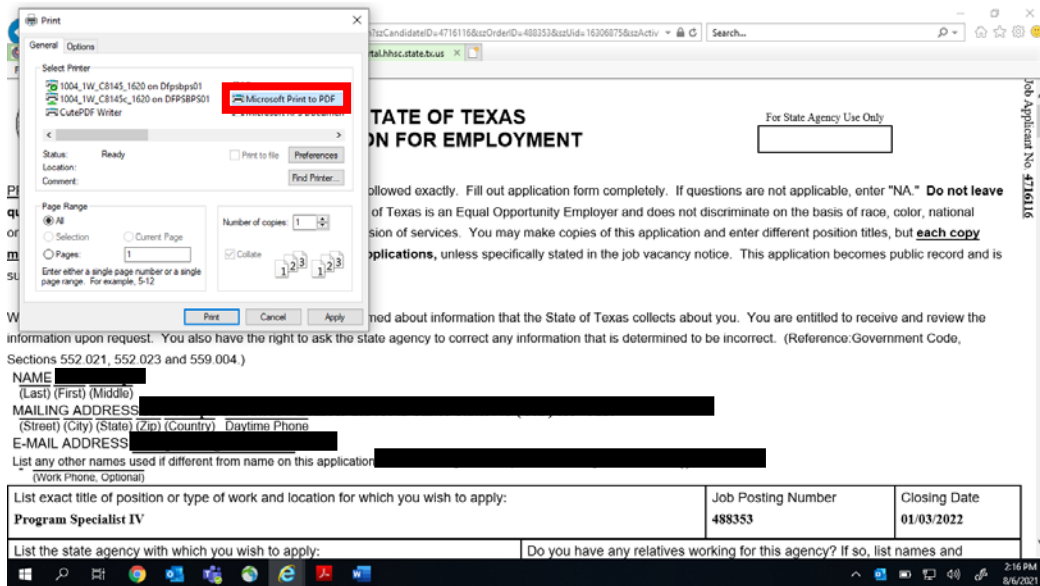
Scroll down to the “**Employment Applications Submitted**” section. Click on the **Job Title** for the position you wish to preview the application for. For this example, I clicked on [Program Specialist IV](#)



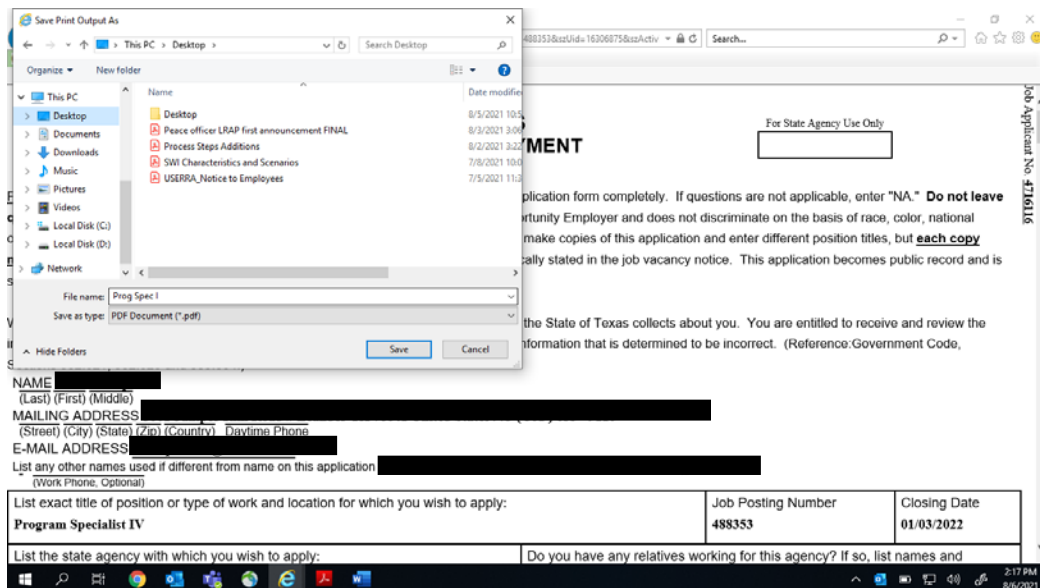
It will ask to login again to preview the application.



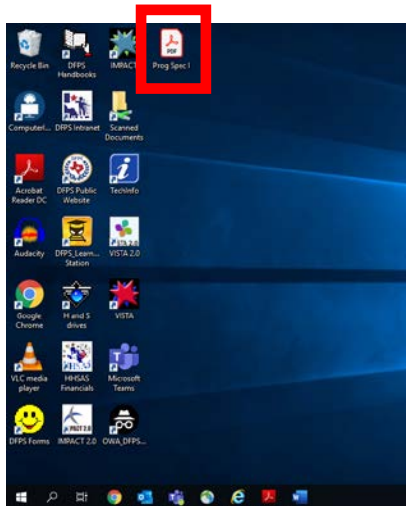
From the **Select Printer** section, click on “Microsoft Print to PDF”



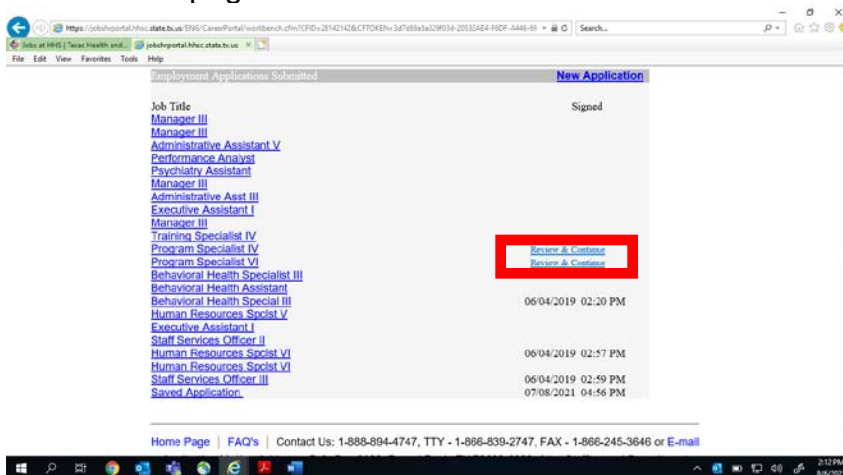
Name and save the pdf in the folder / location you wish.



Locate the pdf where you saved it, and open it.



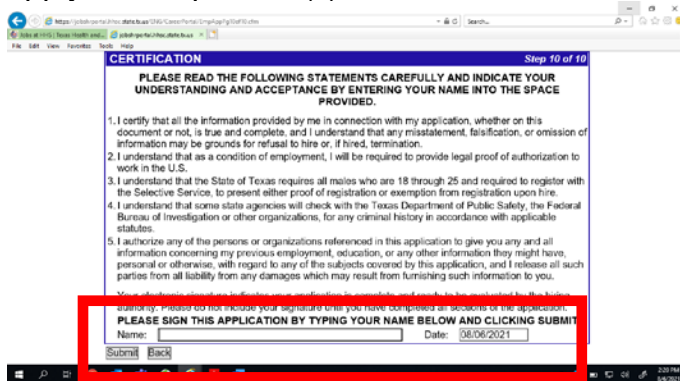
If any edits need to be made (or to submit the application), go back to the **My Workbench** page and click on “Review & Continue”



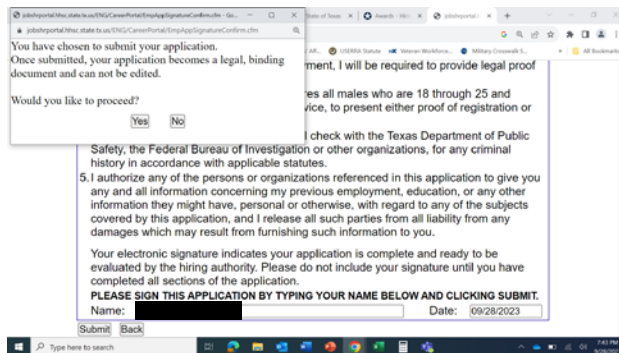
You'll be directed back to this page to scroll through the series of screens to edit any sections of the applications. If no edits are needed, go through the screens until you get to Step 10 of 10.



Type in your name to electronically sign your application and click “Submit” to officially apply for the position(s).



Please don't forget to click “Yes” on this pop-up message. Your electronic signature will not save and your application will not submit if you don't click “yes.”



Once you've submitted, go back to the **My Workbench** page, view your application status under the Job Postings Applied to (last 120 days) section to make sure it says “Application Complete” or “Application Submitted.” If it says “Incomplete Application,” go to the Employment Applications Submitted section and click on “Review & Continue” to try again to submit it.

