

TEXAS Department of Family and Protective Services

How To Apply and Complete a State Application

Thank you for your interest in DFPS!

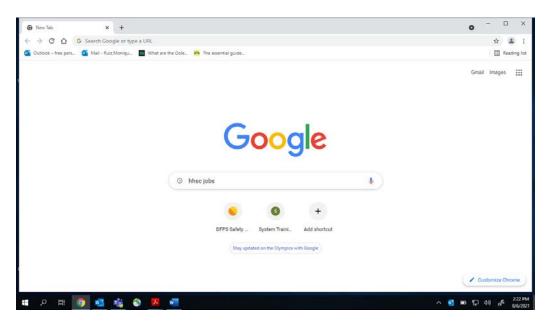
What you need to know before you submit your application:

- 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.

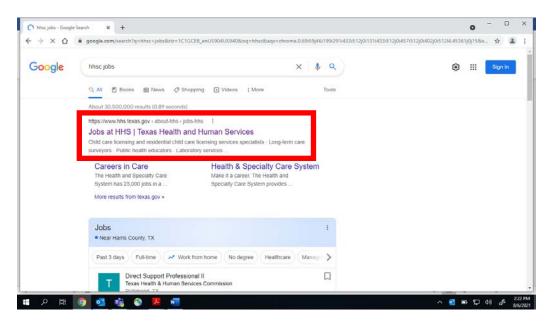
Example: You are a logistics manager with an additional duty as a Victim Advocate. The DFPS job you seek requires human services experience with children and families. You'll use "Logistics Manager" as one job and "Victim Advocate" as another job in your job history.

- 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.

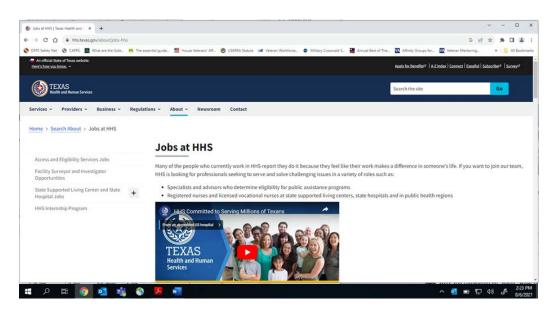
Google "HHSC Jobs"



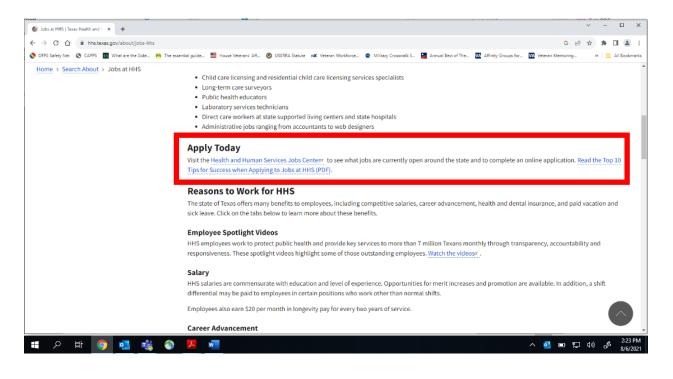
Select "Jobs at HHS Texas Health and Human Services"



You'll see this page



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

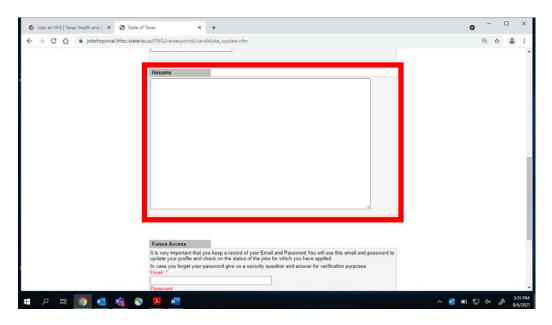


You'll see this page. Click on "Build <u>My Profile</u>" for New Members located on the right about mid-page.

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Complete the profile information as requested.

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	Health and Human Services Jobs Center Jobs Center Jobs Center We Workform Wy Workform Use the form below to create your user profile. All items in red marked with an asterisk (*) are required to your profile login here. Basic Information Numes Frees* Midde Last * City * State * Trexas Wy Employer.	
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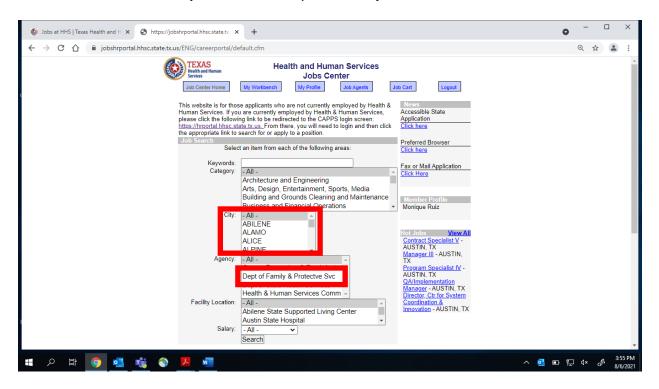


Copy and paste your resume information into this space.

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

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Home Page FAO's Contact Us: 1-886-894-4747, TTY - 1-866-839-2747, FAX - 1-866-245-3646 or E-mail Application Mailing Address - P.O. Box 6628, Round Rock, TX 78683-6628, Attn: Staffing and Recruitment	
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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.

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	Page 1 2		
	CCI Residential Investigator. Business Analyst II	AUSTIN Dept of Family & Protective Svc 08/06/2021 AUSTIN Dept of Family & Protective Svc 08/06/2021	
	Human Services Technician IV Videographer/Photographer	AUSTIN Dept of Family & Protective Svc 08/05/2021 AUSTIN Dept of Family & Protective Svc 08/05/2021	
	Program Specialist VI Business Relationship Manager Budget Analyst V	AUSTIN Dept of Family & Protective Svc 08/04/2021 AUSTIN Dept of Family & Protective Svc 08/04/2021 AUSTIN Dept of Family & Protective Svc 08/03/2021	
	Development Tools Support Specialist CPS Res Treat Ploment FSS II	AUSTIN Dept of Family & Protective Svc 08/03/2021 HOUSTON Dept of Family & Protective Svc 07/30/2021	
	Legal Contracts Attny IV Administrative Asst III Administrative Assistant	AUSTIN Dept of Family & Protective Svc. 07/29/2021 AUSTIN Dept of Family & Protective Svc. 07/29/2021 AUSTIN Dept of Family & Protective Svc. 07/28/2021	
	Legal Appellate Attny IV	SAN Dept of Family & Protective Svc 07/28/2021 ANTONIO	
	CPS PA Admin Asst.II Audit Compliance Coordinator	BASTROP Dept of Family & Protective Svc 07/26/2021 AUSTIN Dept of Family & Protective Svc 07/26/2021	
	Salesforce Developer CPS Family Based Safety Services Worker CQL Specialist-Regional Systems Improvement	AUSTIN Dept of Family & Protective Svc 07/26/2021 AUSTIN Dept of Family & Protective Svc 07/26/2021 CORPUS Dept of Family & Protective Svc 07/22/2021 CHRISTI	
	Performance Test Lead Director of Project Management	AUSTIN Dept of Family & Protective Svc 07/21/2021 AUSTIN Dept of Family & Protective Svc 07/19/2021	
	Budget Analyst V Investigator II Resource Coordinator	AUSTIN Dept of Family & Protectve Svc 07/15/2021 AUSTIN Dept of Family & Protectve Svc 07/15/2021 AUSTIN Dept of Family & Protectve Svc 07/13/2021	
	Human Services Technician Contract Specialist V Program Specialist VI	AUSTIN Dept of Family & Protective Svc 07/12/2021 AUSTIN Dept of Family & Protective Svc 07/09/2021 AUSTIN Dept of Family & Protective Svc 07/09/2021	

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.

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						Apply to this job Posting Type:	Open to All Applicants	Add to job cart				ł
						Category:	Office and Administrative Support	FLSA Exempt/ Non-Exempt:	Non-Exempt			
						Agency:	Dept of Family & Protectve Svc	Department:	Talent Acquisition Group			
						Job Title:	Administrative Assistant	Posting Number:	485268			
						Full Time/Part Time : Job Location:	Full Time 14000 SUMMIT DR	Regular/Temporary City:	: Regular AUSTIN			
						Other Locations:	AUSTIN, AUSTIN					
						Contact:	AccessHR Service Center	Telephone:	888-894-4747			
						Salary Range:	\$2,031.29 - \$2,904.91	Salary Group:	A09			
						Shift:	Days (First)	Travel:	25%			
						Closing Date:	12/06/2021					
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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.

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	Candidate Verification	
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	Once you submit this verification, you will be prompted to complete or update your application, and the Hiring Manager will be notified of your interest in this position. Although you may save an incomplete application and continue later, be sure to complete all sections of the application before electronically signing it. Once you sign the application, the Hiring Manager will be notified that your application is complete and ready for review.	
	Thank you for your interest in working with a Texas Health and Human Services agency.	
	Email Address	
	Password	
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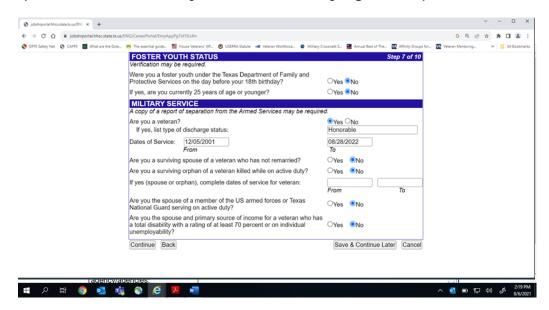
Once you login, you'll see this page to begin the state application. You'll go through a series of sections to complete it.

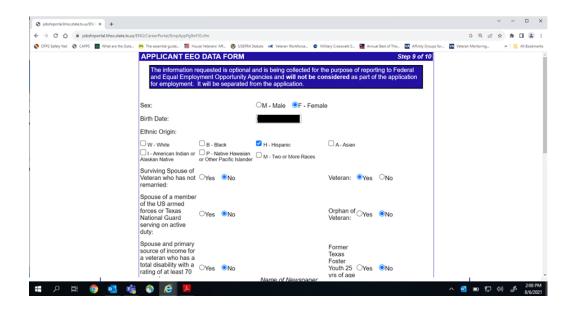
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	GENERAL INSTRUCTIONS Step 1 of 10	
	The State of Texas Application for Employment	
	Equal Opportunity Employer / Affirmative Action Employer	
	The State of Texas does not tolerate violence in the workplace.	
	 These instructions must be followed exactly. 	
	Fill out application form completely. If questions are not applicable, enter "NA". Do not leave questions blank Be sure to electronically sign 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. Inormally be taliored 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 oficial record oryour employment experience. It must accurately reflect all synficent dues 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 a stated in the job posting. No assumptions will be made. Be specific and detailed when providing information in the employment history section. Failure to its specific examples of work dues 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 Resumes are not accepted in place of applications. 	

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.

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SPECIAL TRAINING, SKILLS OR QUALIFICATIONS Step 6 of 10 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. Microsoft Word, Excel, Powerpoint, Outlook, printer, fax; Career Counseling/Planning; Staff Development; Leadership and Supervision; Oral and Written Communication; Analytical Thinking/Strategic; Planning and Evaluation; Education Counseling; Policies & Procedures; Personnel	^
Management; Time Management; Personnel/HR Systems; Conflict/Complaint Approximately how many words per minute do you type? <u>65</u> Sign Language? (if required for this position): OYes © No	
Are you a certified interpreter? OYes No Do you speak a language other than English? (if required for this position): OYes No	
If yes, what language(s) do you speak? How fluently? Good V Do you write in a language other than English? (if required for this position): OYes No If yes, which language(s)?	
Have you ever been employed by the State of Texas? OYes No Are you currently employed by the State of Texas? OYes No If you have been previously	
employed by the State of Texas, list the agency/agencies:	다. 아이

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.





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.

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	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:	Former Texas Foster Youth 2 yrs of a or younger	5 OYes ®No ge	
	How did you find out about this job?	06 - Newspaper	11 - WorkinTexas.com	
	1-01 - Other State Employee	06 - Newspaper Name of Newspaper	UTI - WORIN JEXAS COM	
	02 - Job Fair (specify)	07 - College/University Career Fair	12 - Other (specify)	
	03 - Professional Publication	208 - Human Resource/Personnel Office	a 13 - CareerArc	
	04 - Recruitment Poster	09 - Radio	14 - Twitter	
	05 - Television	10 - Agency Web Site - Internet	15 - Facebook	
	Continue	S	ave & Continue Later Cancel	
_	White - a person having origins in any of	the original peoples of Europe, the M	liddle East, or North Africa.	
	Black - a person having origins in any of	the black racial groups of Africa.		
	Hispanic - a person of Cuban, Mexican, or origin, regardless of race.	Puerto Rican, South or Central Ameri	ican, or other Spanish culture	
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When you "Save & Continue Later," you'll be automatically directed to your **My Workbench** page.

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Manager III - AUSTIN, TX				
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Program Specialist IV - AUSTIN, TX				
Program Specialist IV - AUSTIN, TX QA/Implementation Manager - AUST		TY		
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Program Specialist IV - AUSTIN, TX QA/Implementation Manager - AUST Director, Ctr for System Coordination		TX Applied	Status	
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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 <u>Program Specialist IV</u>

Job Title Signed Manager III Administrative Assistant V Performance Analysi Performance Analysi Performance Analysi Performance Analysi Performance Analysi Manager III Administrative Assistant Manager III Manager III Training Specialist IV Program Specialist IV Program Specialist IV Program Specialist IV Program Specialist III Behavioral Health Specialist III	Employment Applications Submitted	New Application	
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you sign the application, the Hiring Manager will be notified that your application is complete and ready for review. Thank you for your interest in working with a Texas Health and Human Services agency.	
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The state application will generate and look like this. Notice the job title on the application to verify the correct application you're viewing.

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questions blank. Be sure to sign when completed. origin, sex, religion, age or disability in employment	s must be followed exactly. Fill out application form completely. If The State of Texas is an Equal Opportunity Employer and does no or the provision of services. You may make copies of this application in lieu of applications, unless specifically stated in the job vacancy	of discriminate on the basis of race, on and enter different position titles	"NA." Do not leave
	nd be informed about information that the State of Texas collects at o ask the state agency to correct any information that is determined	e	
	o ask the state agency to correct any mormation that is determined	to be incorrect. (Reference.Gover	nment Code,
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List any other names used if different from name on th	is application		
List exact title of position or type of work and loc	ration for which you wish to apply:	Job Posting Number	Closing Date
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If any edits need to be made (or to submit the application), go back to the **My Workbench** page and click on "Review & Continue"

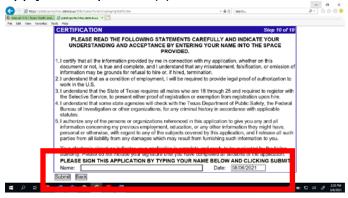


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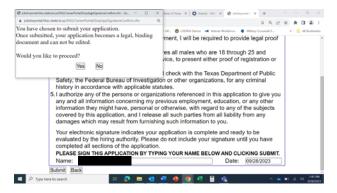


REV 1/27/2024

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 <u>Job Postings Applied to (last 120 days)</u> section to make sure it says "Application Complete" or "Application Submitted." If it says "Incomplete Application," go to the <u>Employment Applications Submitted</u> section and click on "Review & Continue" to try again to submit it.

