

Application Guide

***PLEASE NOTE:** Mozilla Firefox® is the preferred Browser, version 3.5 and later

Select a section of the application from the list below to go directly to the page.

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Personal Information

1. This is a required field, enter your first name. Do not exceed 30 characters.
2. Field for your middle name. Do not exceed 30 characters.
3. This is a required field, enter your last name. Do not Exceed 60 characters.
4. This is a required field. Enter your mailing address. Do not exceed 60 characters.
5. This is a required field, enter the city related to your mailing address. Do not exceed 60 characters.
6. This is a required selection. Click on arrow and select the State associated with mailing address. Enter N/A if this is a Non US address.
7. This is a required field. Enter your zip code and do not Exceed 10 characters.
8. This is a required field. Select your country of residence by clicking the arrow.
9. If residential address is different than your mailing address Enter details in these fields following instructions for the Previous address fields.
10. Home phone is a required field. Please enter your phone in the format 123-456-7890.
11. Enter any alternate phone number using the format 123-456-7890.
12. This is a required field. Enter your email address and Do not exceed 60 characters.
13. Click on the date field and select the calendar date You are available to begin working.
14. Enter the salary desired for the position. Do not exceed 30 characters.
15. These are required fields. Click on the arrow and make the appropriate selection for both.
16. If you are a current employee with the City of Austin, enter your eight digit employee number, eAccess login.
17. If you are an employee for the City of Austin, indicate your current employment status by clicking on the arrow.
18. Indicate if you have ever worked for the City of Austin by clicking on the arrow.

Personal Information

*	First Name:	<input type="text" value="Sample"/>	1.
		<i>There is a maximum character limit of 30 characters for this field.</i>	2.
	Middle Name:	<input type="text" value="test"/>	3.
		<i>There is a maximum character limit of 30 characters for this field.</i>	4.
*	Last Name:	<input type="text" value="Applicant"/>	5.
		<i>There is a maximum character limit of 60 characters for this field.</i>	6.
*	Mailing Address:	<input type="text" value="Mailing Address"/>	7.
		<i>There is a maximum character limit of 60 characters for this field.</i>	8.
*	City:	<input type="text" value="City"/>	9.
		<i>There is a maximum character limit of 60 characters for this field.</i>	9.
*	State:	<input type="text" value="TX"/>	9.
		<i>Enter NA if a non U.S. address</i>	9.
*	Zip Code:	<input type="text" value="78704"/>	9.
		<i>There is a maximum character limit of 10 characters for this field.</i>	9.
*	Country:	<input type="text" value="Andorra"/>	10.
	Residential Address:	<input type="text"/>	11.
		<i>(if different)</i>	11.
	City:	<input type="text"/>	11.
	State:	<input type="text" value="Please select"/>	11.
	Zip Code:	<input type="text"/>	11.
	Country:	<input type="text"/>	11.
*	Home Telephone:	<input type="text" value="555-555-5555"/>	12.
		<i>Format: xxx-xxx-xxxx</i>	12.
	Other Telephone:	<input type="text"/>	12.
		<i>Format: xxx-xxx-xxxx</i>	12.
*	Email Address:	<input type="text"/>	13.
		<i>There is a maximum character limit of 60 characters for this field.</i>	13.
	What date are you available to begin working?	<input type="text"/>	14.
	Salary Desired:	<input type="text"/>	14.
		<i>There is a maximum character limit of 30 characters for this field.</i>	14.
*	Are you legally eligible for employment in the U.S.?	<input type="text" value="Yes"/>	15.
	Are you a current City of Austin Employee?	<input type="text" value="Yes"/>	15.
*	If you are a current City of Austin Employee, please enter your eight digit Employee Number	<input type="text" value="12345678"/>	16.
		<i>aka eAccess login</i>	16.
	If you are a City of Austin Employee, what is your employment status?	<input type="text" value="Full-time"/>	17.
	If you are not a current City of Austin employee, have you previously worked for the City?	<input type="text"/>	18.

19. This is a required field. Enter N/A if this does not Pertain to you.

20. If you were a previous employee, enter the dates of your employment. Do not exceed 60 characters

21. Please indicate if you are related to any member of the City Council or others employed by the City of Austin. Make selection by clicking on the arrow.

22. Please list names of relatives, department, and relationship.

23. Indicate if you are an Austin retiree who receives benefits by clicking on the arrow.

24. Select the retirement system by clicking on the arrow.

25. Provide the confirmation number related to your retirement benefits.

	If you are currently or ever have been an employee of the City of Austin, which department did you work in?	<input type="text" value="n/a"/>	19.
		<i>Enter "NA" if Not Applicable. There is a maximum character limit of 200 characters for this field.</i>	
	If yes, please list the dates of your employment:	<input type="text" value="no"/>	20.
		<i>There is a maximum character limit of 60 characters for this field.</i>	
	Are you related to any member of the City Council or any person now employed by the City of Austin?	<input type="button" value="No"/>	21.
	If yes, please list the relative's name, department, and relationship:	<input type="text" value="no"/> <input type="text" value="no"/> <input type="text" value="no"/> <input type="text" value="no"/>	22.
	Are you a City of Austin retiree who receives an annuity benefit from the COAERS, Fire Retirement or Police Retirement systems?	<input type="button" value="No"/>	23.
	If yes, which retirement system?	<input type="button" value="Please select"/>	24.
	Confirmation Number	<input type="text"/>	25.

Educational Information

26. This is a required field. Indicate 'Yes' or 'No' by clicking on the arrow.

27. If previous answer is 'No,' indicate highest level of education and do not exceed 60 characters.

	Did you graduate from High School or receive a GED?	<input type="button" value="Yes"/>	26.
	If no, list the highest grade you completed:	<input type="text"/>	27.
		<i>There is a maximum character limit of 60 characters for this field.</i>	

Voluntary Demographic

The information in this section is voluntary, but is greatly appreciated – your information will remain anonymous and is used for reporting purposes only.

The information you enter on this screen will have absolutely no bearing on any employment-related decision.

Voluntary Demographic Data

1. Answer Yes or No
2. Answer Male or Female
3. Add your date of birth
Use format MM/DD/YYYY
4. Select your ethnic origin

Have you ever applied for a job with the City of Austin?	<input type="checkbox"/>
Sex:	Not Disclosed <input type="checkbox"/>
Date of Birth:	03/15/1970 <i>Please use this format: MM/DD/YYYY</i>
Ethnic Origin:	Other <input type="checkbox"/> <i>Select preferred</i>

Educational Record

Educational Record

1. Key in the school name do not exceed 80 characters.
2. Key in the city where you attended school. Do not exceed 60 characters.
3. Click on the arrow to select the state where you attended this education. If non U.S. select NA.
4. Select the type of school
5. Key the field of study
6. If you earned a diploma/Certificate enter the diploma, degree, or certificate earned. Do not exceed 60 characters.
7. Key in the college hours earned.
8. If you graduated select Yes. If you did not graduate select No.

Name of School:	<input type="text"/> <i>There is a maximum character limit of 80 characters for this field.</i>
City:	<input type="text"/> <i>There is a maximum character limit of 60 characters for this field.</i>
State:	Please select <input type="checkbox"/> <i>Enter NA if a non U.S. address</i>
Type of School:	Please select <input type="checkbox"/>
Major Field of Study:	<input type="text"/> <i>If applicable. There is a maximum character limit of 60 characters for this field.</i>
Diploma, Degree, or Certificate earned:	<input type="text"/> <i>If applicable. There is a maximum character limit of 60 characters for this field.</i>
Hours Earned:	<input type="text"/> <i>Sem/Clock. There is a maximum character limit of 30 characters for this field.</i>
Did you graduate?	<input type="checkbox"/>
<input type="checkbox"/> Remove Entry?	

Employment Record

Employment Record

1. Enter the name of your current or previous employer. Do not exceed 60 characters.
2. Enter the address of your current or previous employer. Do not exceed 60 characters.
3. Enter the city of your current or previous employer. Do not exceed 60 characters.
4. Click the arrow to select the state of your current or previous employer. Select NA if a non U.S. address.
5. Click on the arrow to select if the position you currently or previously held was full-time or part-time.
6. If previous selection is part-time, enter the the number of hours worked per week. Do not exceed 10 characters.
7. Enter your position title at current or previous employer. Do not exceed 80 characters.
8. Enter your current or final salary at current or previous employer. Do not exceed 30 characters.
9. Enter the number of employees supervised by you while at this position.
10. Click on the date field and select the calendar date you started your current or previous employment.
11. Click on the date field and select the calendar date you completed your previous employment.
12. Enter the name of your current or previous supervisors name. Do not exceed 80 characters.
13. Enter the name of your current or previous supervisors phone. Use the format 123-456-7890.
14. Indicate if the employer listed can be contacted. Click on arrow and select 'No' or 'Yes'.
15. Provide your reason for leaving your current or previous employer. Do not exceed 3000 characters.
16. Describe the responsibilities and duties while employed at your previous or current employer. Do not exceed 3000 characters.
17. If an employment record entry needs to be removed, click in box and press save.
18. To add another employment record press "Add Employment Record Entry" button.

Employer:	<input type="text"/>	1.
	<i>There is a maximum character limit of 60 characters for this field.</i>	
Address:	<input type="text"/>	2.
	<i>There is a maximum character limit of 60 characters for this field.</i>	
City:	<input type="text"/>	3.
	<i>There is a maximum character limit of 60 characters for this field.</i>	
State:	Please select <input type="text"/>	4.
	<i>Enter NA if a non U.S. address</i>	
Type of Position:	Please select <input type="text"/>	5.
If part time, enter the number of hours worked per week:	<input type="text"/>	6.
	<i>There is a maximum character limit of 10 characters for this field.</i>	
Position Title:	<input type="text"/>	7.
	<i>There is a maximum character limit of 80 characters for this field.</i>	
Current or Final Salary:	<input type="text"/>	8.
	<i>There is a maximum character limit of 30 characters for this field.</i>	
Number of employees supervised by you:	<input type="text"/>	9.
	<i>There is a maximum character limit of 10 characters for this field.</i>	
* Start Date:	<input type="text"/>	10.
End Date:	<input type="text"/>	11.
	<i>Leave blank if still employed</i>	
Supervisor's Name:	<input type="text"/>	12.
	<i>There is a maximum character limit of 80 characters for this field.</i>	
Supervisor's Phone:	<input type="text"/>	13.
	<i>Format: xxx-xxx-xxxx</i>	
May we contact this employer?	<input type="checkbox"/> <input type="text"/>	14.
Reason for Leaving:	<input type="text"/>	15.
	<i>There is a maximum character limit of 3000 characters for this field.</i>	
Describe responsibilities and duties you performed or skills you have that are required for the position for which you are applying:	<input type="text"/>	16.
	<i>There is a maximum character limit of 3000 characters for this field.</i>	
<input type="checkbox"/> Remove Entry?		17.

18.

References

1. Key in the name of Reference
2. Key in the phone number of the Reference.
Format: xxx-xxx-xxxx
3. Key in the email address of the Reference provider.
4. Key in a small summary of how you know this Reference.

References

Name of Reference:	<input type="text"/> <i>There is a maximum character limit of 80 characters for this field.</i>
Phone Number:	<input type="text"/> <i>Format: xxx-xxx-xxxx</i>
Email Address	<input type="text"/> <i>There is a maximum character limit of 200 characters for this field.</i>
How do you know this reference?	<input type="text"/>
<input type="checkbox"/> Remove Entry?	

Add References Entry

Additional Information

1. Select all the valid Texas driver’s licenses you currently hold.

Check those that apply for your Valid Texas Driver’s License:	<input type="checkbox"/> Operator C <input checked="" type="checkbox"/> Operator M <input type="checkbox"/> Commercial A <input checked="" type="checkbox"/> Commercial B <input checked="" type="checkbox"/> Commercial C <input type="checkbox"/> Endorsements T <input checked="" type="checkbox"/> Endorsements P <input checked="" type="checkbox"/> Endorsements N <input type="checkbox"/> Endorsements H <input checked="" type="checkbox"/> Endorsements X
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2. Key in other valid licenses, certificates, or registrations required. Also, key in the types and dates received.

List other current/valid licenses, certifications, or registrations required for the position for which you are applying. Indicate types and dates received.	<input type="text" value="DRIVER/OPERATOR (NFFPA 1002), FIRE INSPECTOR (NFFPA 1031)"/>
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Special Training/Skills/Languages

Optional unless required or related to the position for which you are now applying.

3. List all job related training, skills, and/or equipment you can operate.

List all job related training and skills and/or equipment you can operate:	<input type="text"/>
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4. Indicate ‘Yes’ or ‘No’ if you have completed a typing test with TWC or the City of Austin by clicking on the arrow.

Typing Test by TWC or City of Austin:	<input type="text" value=""/>
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5. Provide the date your typing test was completed.

Typing Test Date:	<input type="text"/>
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6. Enter your typing score, words per minute.

Typing Score (wpm):	<input type="text" value="100"/>
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7. Indicate other languages you may speak by clicking on the arrow.

Languages other than English if required for this position:	<input type="text" value="Please select"/>
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8. If other language is indicated please provide your proficiency of that language.

Language proficiency (first):	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write
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9. Indicate other languages you may speak by clicking on the arrow.

Languages other than English if required for this position:	<input type="text" value="Please select"/>
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10. If other language is indicated please provide your proficiency of that language.

Language proficiency(second):	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write
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Veteran Info

11. Click on the arrow and indicate if you are an honorably discharged Veteran or currently serving the U.S. Military, select ‘Yes’ or ‘No’. If selected for an interview and you must provide a copy of you DD214, if you selected yes. This question is required.

Are you an honorably discharged Veteran, serving on active duty or currently serving in the Guard or Reserves in the United States Armed Forces?	<input type="text" value="No"/>
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Under the City of Austin’s Veterans Preference, if you are selected for an interview, you must provide a copy of page 2 or 4 of your DD214 at the time of the interview.

Referral Information

Indicate how you heard about the position with the City of Austin. If you select job fair, newspaper, professional publication, college/university career day, website, or any other means provide a brief explanation.

Referral Information

How did you hear about this opportunity?

- City of Austin Website
- City of Austin Employment Center
- Texas Workforce Solutions/Work in Texas
- Employee Referral
- Job Fair:
- Newspaper:
- Professional Publication:
- College/University Career Day:
40 Acres Fest
- Website:
- Other:
- 2012 CoA Career Fair & Expo, January 25th

Supplemental Questions

There are two types of supplemental questions multiple choice and open-ended. Please look for red asterisks, *, indicating if the question is required.

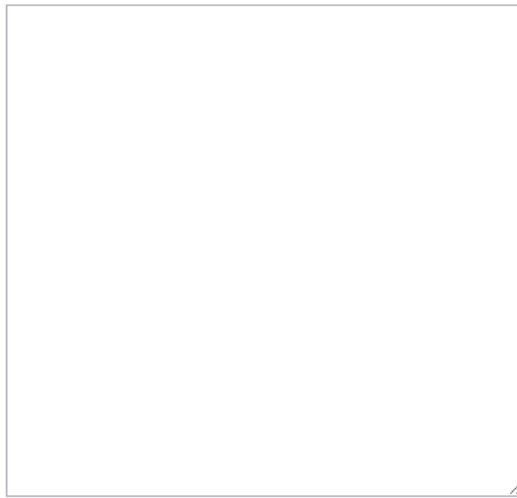
Multiple Choice example. The selection “No Answer” is not a valid response if this is a required, *, question.

If selected as a top candidate, do you agree to a criminal background investigation?

- Yes
- No
- No Answer

Open-ended question example. Answer question in the field provided.

- * 1. List all hand tools and equipment you have worked with or operated.



Optional & Required Documents

Select the document you are uploading. Documents will indicate if they are required or optional.

[Add Required Document](#) ←

[Add Optional Cover Letter](#)

<< Prev Save changes Next >>

Optional & Required Documents ▾ Go

When page opens you can write your own document (A.) or upload your own (B.). You may include a brief description of your document (C.). Press the “Submit” Button when completed (D.).

The screenshot shows the 'Upload a Resume' page with the following elements and annotations:

- A.** Points to the [Write a Resume](#) link in the top navigation bar.
- B.** Points to the [Choose File](#) button in the 'File to Upload' section.
- C.** Points to the empty 'Description' text area.
- D.** Points to the [Submit](#) button.

The 'Open' file dialog box is open, showing a file named 'Test Document.docx' selected in the 'Documents' folder. The file name field contains 'Test Document' and the file type is set to 'All Files'.

Check for Errors and Submit

At the top of the page you will receive a message indicating if your application is incomplete.

Your application is incomplete.

One or more sections have invalid or incomplete responses. You can review the summary below for sections marked with a red "X" and click on the section name for more details.

Click on the section that is indicated with a red 'X' to return to that portion of the resume. In the image provided the indication points to the personal Information portion.

Personal Information

When directed to appropriate portion of application look at the top of screen for more information on what is incomplete.

"City:" can't be blank

Application for CREATE DRAFT of Application (SAVE ONLY, DO NOT CERTIFY AND SUBMIT): Personal Information

Complete the incomplete sections and return to 'Check for Errors and Submit. If no message appears at the top of the screen review application and press "Certify and Submit" button at the top of the screen.

Application for CREATE DRAFT of Application (SAVE ONLY, DO NOT CERTIFY AND SUBMIT)

[edit this application](#) | [print version](#)



Certify and Submit

Completely read before you select you have certified, read, and agree with statements (A.) and entered your initials in the field provided (B.). After reading the statement, confirmed you have read and agree, and entered your initials press "Submit this Application" (C.).

Certify

I understand that if I am hired, it will be at the discretion of the Department Director, subject to the approval of the City Manager, as prescribed in the City Charter. I understand that City employment is "at will" which means that the City has no obligation to continue to employ me in the future. City employees are subject to the City of Austin Ethics and Financial Disclosure Ordinance, Chapter 2-7 of the Code of the City of Austin, 1992, as amended. Copies of the Ordinance are available at the Human Resources Department.

I certify that I have made no misrepresentation in this application and I have not withheld information in my statements and answers to questions. I hereby authorize the City of Austin to investigate and verify any representations made by me, either orally or in writing. I hereby release the City, and any individual who provides or obtains information pursuant to this authorization, from any and all liability for damages of any kind that may result to me on account of compliance, or attempts to comply, with this authorization. I am also aware that my application is subject to the Texas Open Records Law and may be released as a public document. I also understand that this application is the property of the City of Austin and will become a part of my personnel file if I am hired.

- A.** BY SIGNING BELOW, I certify that I have read and agree with these statements.

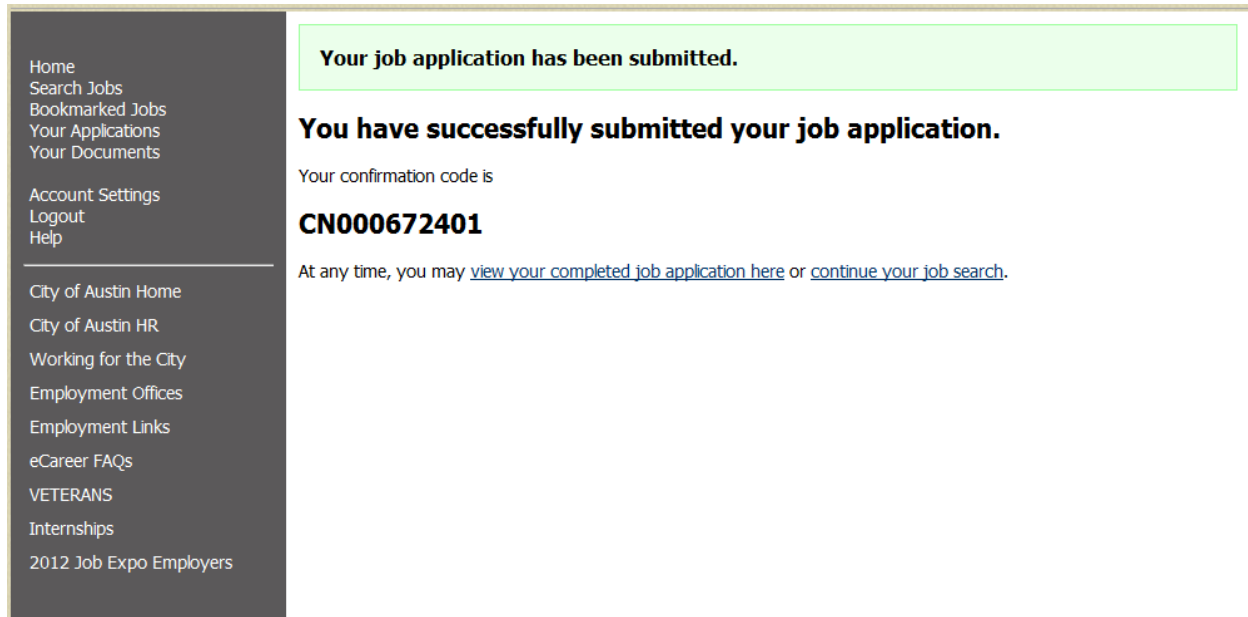
Please enter your initials to verify your identity.

- B.** or [Return to Application](#)

C.

Confirmation Code

You are not completed with your application until you have received your confirmation code. An example of the screen with the confirmation code is below.



The screenshot shows a web page with a dark grey sidebar on the left and a main content area on the right. The sidebar contains a list of navigation links: Home, Search Jobs, Bookmarked Jobs, Your Applications, Your Documents, Account Settings, Logout, Help, City of Austin Home, City of Austin HR, Working for the City, Employment Offices, Employment Links, eCareer FAQs, VETERANS, Internships, and 2012 Job Expo Employers. The main content area features a green notification box at the top with the text "Your job application has been submitted." Below this, a bold heading reads "You have successfully submitted your job application." The text "Your confirmation code is" is followed by the code "CN000672401" in bold. At the bottom, a line of text says "At any time, you may [view your completed job application here](#) or [continue your job search](#)."

Home
Search Jobs
Bookmarked Jobs
Your Applications
Your Documents

Account Settings
Logout
Help

City of Austin Home
City of Austin HR
Working for the City
Employment Offices
Employment Links
eCareer FAQs
VETERANS
Internships
2012 Job Expo Employers

Your job application has been submitted.

You have successfully submitted your job application.

Your confirmation code is

CN000672401

At any time, you may [view your completed job application here](#) or [continue your job search](#).