



Dear Applicant for Employment:

We are pleased that you are applying for our current job opening. It is our desire to attract, employ and retain the best persons possible as staff. The following process will be used in selecting staff:

1. Applications should be completed and signed then submitted via one of the following methods:

- a. **Online submission via <https://wfwct.org/jobs.aspx>:** Complete this application and click submit at the end of the West Central Texas Board NOTICE page for automatic submission.
- b. **Mail in submission:** Download a copy of the Workforce Solutions of West Central Texas Board application (PDF). and mail it to: 500 Chestnut, Suite 1200, Abilene, TX 79602
- c. **Faxed submission:** Fax to 325-795-4300

Please note: Complete a new application for each position you are applying for. If more than one application for a position is submitted, then ONLY the most recent submission will be reviewed and considered for that position.

2. Applications will be reviewed carefully and evaluated using a rating form. Please do not submit a resume, cover letter, or references with your application. Statistical Data Forms can be completed electronically at <https://wfwct.org/94/Job-Openings>
3. The most suitable applicants will be contacted and scheduled for an interview.
4. Interviews will be held and appropriate tests, if any, administered.
5. Top applicant(s) will be selected and a second interview may be conducted.
6. The selected applicant will be offered employment through written notification and asked to respond, in writing, to the job offer.

This process was established to ensure that each applicant is accorded an equal opportunity for consideration. All applicants will not be interviewed. Regardless of the outcome of the process, you will be notified in writing of the decision regarding your application. The Workforce Solutions of West Central Texas Board operates under our own personnel policies, procedures and compensation schedule; however, the Region XIV Education Service Center serves as the employer-of-record for the Workforce Solutions of West Central Texas Board staff.

Again, let me express our appreciation to you for your interest in the Board. Our process of careful consideration helps ensure that we continue to provide rewarding opportunities for suitable individuals.

Sincerely,

Mary Ross

Mary Ross, Executive Director

Workforce Solutions of West Central Texas Board

Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request to individuals with disabilities.

WORKFORCE SOLUTIONS OF WEST CENTRAL TEXAS BOARD
500 Chestnut, Suite 1200
Abilene, Texas 79602
Fax: (325) 795-4300

EMPLOYMENT APPLICATION

INSTRUCTIONS: All applications for employment must be made on this form. Applicants are urged to consider carefully and understand fully each question, and having done so, to fill in all the blanks accurately by printing in ink or with typewriter. A computer-generated version of this application may be submitted as long as the format and order of information is the same. Neatness is important. All information submitted is subject to verification. A false or misleading response may result in disqualification. This application will be considered only for the specific job identified. Should the applicant desire consideration for other jobs in the future, other applications should be submitted at the proper time.

1. Position applied for: _____
2. Name: _____
(First) (Middle) (Last)
3. Address: _____
(Number) (Street) (City) (State) (Zip)
4. Phone Number: _____ (please indicate if home, cell or work)
5. Check all types of work you will accept
 permanent full time requiring travel periodic night/weekends
 temporary part time requiring relocation
6. When are you available to start work? _____
7. Education: Do you have a high school diploma or equivalent? Yes No

If you have attended a College, University, or Technical School, complete the following:

| NAME OF SCHOOL | YEARS ATTENDED | COURSE OF STUDY MAJOR/MINOR | DEGREE/ CERTIFICATE |
|----------------------------|----------------|--------------------------------|------------------------|
| Example: ABC SCHOOL | 2 | BUSINESS | BBA |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

8. Work Experience: Start with current or most recent job, including military service. Use additional sheets for work experience, if necessary.

a) Current Employer's Name and Address:

Telephone number: _____ Supervisor's Name: _____

Type of Business: _____ Your Job Title/Position: _____

Dates of Employment: Start Date _____ End Date _____

Reason for Leaving: _____

Description of duties, responsibilities, required skills and accomplishments:

May inquiry be made of your current employer regarding your character, qualifications, and record of employment? YES NO

b) Former Employer's Name and Address:

Telephone number: _____ Supervisor's Name: _____

Type of Business: _____ Your Job Title/Position: _____

Dates of Employment: Start Date _____ End Date _____

Reason for Leaving: _____

Description of duties, responsibilities, required skills and accomplishments:

May inquiry be made of this employer regarding your character, qualifications, and record of employment? YES NO

c) Former Employer's Name and Address:

Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request to individuals with disabilities.

Telephone number: _____ Supervisor's Name: _____

Type of Business: _____ Your Job Title/Position: _____

Dates of Employment: Start Date _____ End Date _____

Reason for Leaving: _____

Description of duties, responsibilities, required skills and accomplishments:

May inquiry be made of this employer regarding your character, qualifications, and record of employment? YES NO

d) Former Employer's Name and Address:

Telephone number: _____ Supervisor's Name: _____

Type of Business: _____ Your Job Title/Position: _____

Dates of Employment: Start Date _____ End Date _____

Reason for Leaving: _____

Description of duties, responsibilities, required skills and accomplishments:

May inquiry be made of this employer regarding your character, qualifications, and record of employment? YES NO

Work Experience – continued (Please make additional copies of this page, as needed, to record work history.)

9. Additional Knowledge, Skills, Abilities, or Training/Professional Development: Please describe any additional relevant knowledge, skills, abilities, training or professional development you wish to have considered or which may be preferred or required in the position for which you are applying that have not been previously identified. For example: computer skills; ability to operate specialized equipment or machines, professional licensing, certification or registration; bi-lingual, specialized training, etc..

Please read the following statements carefully and respond by marking an “X” for the appropriate answer.

IF YOU ANSWER “YES” TO ANY OF THE FOLLOWING, PLEASE PROVIDE AN EXPLANATION IN ITEM NO. 16.

10. No employee of the Board shall have financial interests in the profits or any contract, service or other work performed by the Board, nor shall personally profit directly or indirectly from any contract, purchase, sale or service between the Board and any person or company. Is there any present or potential conflict of interest between you and any member of your family and the Board’s operations?

YES **NO**

11. Have you been fired or asked to resign from a job within the last five years?

YES **NO**

12. Have you ever been convicted of a crime in a civilian or military court? Do not include minor traffic violations. A criminal record will not necessarily disqualify you from employment. Your case will be considered in relation to the requirements of the job.

YES **NO**

13. Have you ever been discharged from the armed forces under other than honorable conditions?

YES **NO**

14. Are you now working or have you previously worked for CECT, Dynamic Works, Southwest Key Workforce Development, Arbor E&T/ResCare, Inc., SERCO, Policy Studies, Inc., the West Central Texas Council of Governments, Child Care Associates, People for Progress, Inc., the Texas Workforce Commission, the Texas Veteran’s Commission, or the Region XIV Education Service Center?

YES **NO**

15. Do you or does your spouse have any relatives presently working for or serving as an officer/member of the Workforce Solutions of West Central Texas Board? Board policy and State/Federal law prohibit the hiring of relatives of employees, officers or members in certain circumstances.

YES **NO**

16. Remarks or Additional Information: _____

17. Certification: I certify that the statements and information contained herein are true, complete, and correct to the best of my knowledge.

Signature of Applicant

Date

AUTHORIZATION FOR RELEASE OF INFORMATION

I authorize my current or any former employer to release to the Workforce Solutions of West Central Texas Board (WSWCTB) or its authorized representative any and all employment records and other information it may have about my employment, as I have noted in my application, with the understanding that such information released under this authorization will be used solely for the purpose of evaluating my application for employment with WSWCTB. A photocopy of this authorization shall be as valid as the original.

Signature of Applicant

Date

APPLICANT ACKNOWLEDGEMENT

I acknowledge and understand that the Workforce Solutions of West Central Texas Board (“Board”) is an EEO/Affirmative action employer and that should I become employed by the Board, I must comply with Board’s policies in regard to a drug-free and smoke-free workplace.

Applicant Signature

Date

Please note: Applicants selected for employment who are not current Workforce Solutions of West Central Texas employees will be required to provide proof of citizenship, and the E-Verify system will be used to confirm the employment eligibility of all new hires.