



**TEXAS VETERANS  
COMMISSION**

*Helping Veterans Starts Here*

# Texas State Application





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- ❖ **Fully developed quality application**
- ❖ **Education**
- ❖ **License/Certification**
- ❖ **Special Training/Skills/Qualifications**
- ❖ **Employment History**
- ❖ **Summary of Experience**
- ❖ **Reason for Leaving**
- ❖ **Supplemental Questions**



# Quality

- The State Application is an official document and once signed (electronically or original signature) it becomes a statement of true fact.
- All applications become matter of record in complaints/grievances in Equal Employment Opportunity cases
- Similar to a contract, information outside of the State Application is usually not considered. It should be stated, not “They should have assumed”



# Quality

- Ensure that the requested information is complete.
- Omission of information can be harmful
- Spell Check and proper grammar!
- The reviewer is **NOT** going to “Google it” to figure it out.



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## Quality



**“It is important that your application be complete and thorough”**

**“Incomplete applications are subject to rejection”**



**“Only applications that meet all minimum qualifications will be considered by the hiring unit.”**





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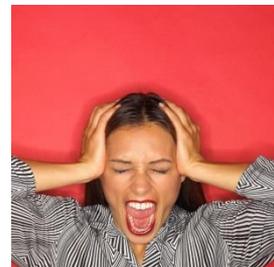
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## Quality



**“Please note that in applying for TPWD positions, decisions are made based on your completed on-line TPWD/State of Texas application and *\*not\** based on your resume.”**





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## MINIMUM REQUIREMENTS

- Graduation from an accredited law school with an L.L.B. or J.D. degree.
- Must be a member in good standing with the State Bar of Texas.
- Skill in effective oral and written communication. A recent legal writing sample must be submitted with the State of Texas application.
- Must be able to perform the essential job functions.
- Available to work over 40 hours as needed.
- Valid Texas driver's license is required.





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## Competencies

Extensive knowledge of

- Auditing and investigative methods, practices and procedures
- Generally accepted accounting principles, procedures and terminology

Thorough knowledge of

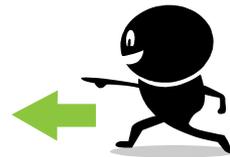
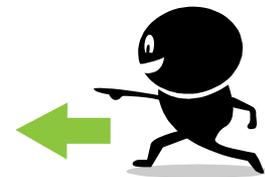
- Project management principles, practices and application
- Fraud risk assessment/analysis procedures and methods
- Financial management and accounting systems

Working knowledge of

- The practices, principles, and techniques of computer operation; of information systems; of computer software and hardware; of information security policies and procedures; of local and wide area networks; and of the management of information systems.

Expert skill in

- Performing statistical analysis
- Researching, evaluating, analyzing, and interpreting complex technical issues, policies, and state and federal laws and regulations





# Developing the Application

- Qualifications must be visible in your application
  - Minimum Requirements
  - Essential Functions/Duties & Responsibilities/KSAs
- Your application should focus on addressing the skills indicated on the job notice
- Indicate your skills in reference to the “Preferred Qualifications”
- Provide as much detail and information possible in relation to the requirements of the job notice



# Education

- The Job Posting will give details about the substitution for Education and Experience
- List hours completed
- Include the Major/Minor Fields of Study
- Veterans should list Military Occupation training and Resident Professional Military Education
- Be prepared to provide diplomas or transcripts
- Ensure you have completed the “High School” information



# License/Certification

- Special attention should be given to the job posting
- Military occupations with a civilian equivalency license/certification should be listed
- Often overlooked and excluded: CPR

# Special Training/Skills/Qualifications

- These should address the **ESSENTIAL FUNCTIONS** of the job
- Information should address how the skills were utilized
- Include skills that were used, even if it was an additional duty
- Clear and concise, should not be a rewrite of Summary of Experience
- Include skills gained through volunteer work



# Employment History

- Header information should be completed in full
- Employment with a Temporary Agency should be listed vice the organization they were working in
- If supervisory or managerial position, number of employees supervised should be indicated

# Employment History

- The application **SHOULD** indicate your entire adult life work history
- Employment History with the same Organization can be listed to show progression in duties and responsibilities
- Information, at a minimum, should include the Human Resources of employer for verification of employment

# Summary of Experience

- Focus on the **MINIMUM REQUIREMENTS** and **ESSENTIAL FUNCTIONS** relevant to the Job Posting
- Relevant experience should be addressed in the beginning vice scattered throughout
- Personalize the relevant experience, validate the skills rather than list them
- Market your skills, you could be competing with hundreds of other applicants

# Summary of Experience

- Quantify your skills
  - Managed a budget of \$575,000...
  - Responsible for the inventory and accountability of assets valued at \$2,000,000...
  - Responsible for the administrative operations for an organization that spanned 14 different locations and totaled 187 employees...
  - Responsible for the reliability of a network that included four servers and 115 separate workstations with a 98% reliability rate...
  - Responsible for the maintenance of motor vehicle assets that exceeded 1,000 vehicles...

# Summary of Experience

- Use paragraph narrative if oral and written skills are listed in the essential functions
- Detail the answers to the **ESSENTIAL FUNCTIONS** and **MINIMUM REQUIREMENTS**, not what you want to tell them
- Applications, just like the Résumés, need to be tailored to the job description
- Use layman terms, don't try to create a magnificent mastery of the English language that distracts the reader



## Summary of Experience

- Utilize a STAR statement as it applies to the **ESSENTIAL FUNCTIONS** or KSAs
- Talk their language
- Include skills gained as they pertain to the “Preferred Qualifications”

“Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge”





# Summary of Experience

- Copy and pasting the essential functions into your previous “Summary of Experience” is obvious and usually not a preferred method to meet the requirements
- State functions that were a regular part of the job
  - Accurately developed monthly reports
  - Maintained accountability of all office equipment and provided quarterly inventories

# Reason for Leaving

- Need to answer the question
- Omission of information tends to lead to a negative perception, don't make the reader guess
- Include promotions, time away to pursue education, focus on family
- Be honest
- If the Agency discovers the false information, that is justification for immediate removal from consideration



# Supplemental Questions

- Utilized to better establish **MINIMUM REQUIREMENTS**
- Positive answers to the questions need to be visible in the application



## Good Practices

- Always go to the Agency's website to review the job posting
- Don't create your Position Title, utilize the closest recognized Title
- When submitting for multiple positions, those **ESSENTIAL FUNCTIONS** and **MINIMUM REQUIREMENTS** need to be addressed in **EACH** application

## Good Practices

- Applications are ranked, higher quality equals higher score
- Don't distract the reviewer with irrelevant skills, attract them with relevant skills
- Always include Driver's License information
- If you can't work Monday-Friday, why did you apply?

\* What days are you unable to work?:



# Good Practices

- Avoid the use of special characters (#, -, \*, ^)

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Summary of experience including special training/skills/qualifications you have used in the performance of this job:

- Directs 45 personnel in 3-section sustaining electrical/environmental, hydraulic and fuel systems.
- Manages flight operations support of 34 primary training helicopters and aircraft.
- Sets flight priorities; ensures compliance with Federal, State and local environmental regulations.
- Oversees budget, facilities and equipment; directly supports aircrew training.

- The application is just like a test, **ANSWER THE QUESTIONS** (Essential Functions and Minimum Requirements)
- If you include a “Career Objective” it should match the position you are applying for, if a resume is attached the objectives should be the same.



## Good Practices

- Online applications should never be submitted through a smartphone or tablet.
- If you need to resubmit an application for the same position you will need to create another “user ID”.
- The percentage of travel on your application should be equal to or greater than that listed on the job notice.

# Good Practices

- If the job notice indicates a “Skills Test” be prepared to take the test at the initial interview.
- If available, utilize a short cover letter to specifically address your qualifications for the job. Those qualifications must still be visible in your State Application.
- Ensure your application is chronologically accurate. Dates of Reserve or Guard Duty should be indicated as “Part-Time” to explain the overlap of dates.

## Good Practices

- References should be able to attest to your performance on the job.
- References need to include contact information, preferably a phone number or email address.
- References should be recent and if possible include people from your most recent employment.
- Communicate with your references to ensure they are aware of your job search.



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## Questions

[tim.shatto@tvc.texas.gov](mailto:tim.shatto@tvc.texas.gov)