

scheduling and participating in all applicant interviews.

- « Only those interviewed will be notified of final selection or non-selection.

**REMEMBER...**

- « Your job application creates a powerful first impression of you and your qualifications for the job.
- « Be specific and detailed when providing information regarding your qualifications, and if necessary, attach a separate sheet to address your experience and qualifications with regard to the posting's "General Duties" and "KSA" requirements. Interviewee selection is based on information provided explaining the applicant's prior experience in performing the position's general duties and how each knowledge, skill and ability requirement is met.
- « Be neat and thorough in completing the application.
- « Write legibly in black ink or type the application.
- « Follow all instructions and submit the application by the required deadline.
- « If you have any further questions, feel free to contact TABC Headquarters at 512- 206-3220.

**Texas Alcoholic Beverage Commission**  
5806 Mesa Drive  
P.O. Box 13127  
Austin, Texas 78711  
512-206-3333 (Information)  
1-888-THE-TABC (Complaints)  
TDD 512-206-3270  
[www.tabc.state.tx.us](http://www.tabc.state.tx.us)



The Texas Alcoholic Beverage Commission is an Equal Opportunity Employer. The Texas Alcoholic Beverage Commission does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

# *How to Apply for Job Vacancies*

*...serving the State of Texas  
since 1935*



**Texas  
Alcoholic  
Beverage  
Commission**

### ***JOB VACANCY INFORMATION***

Your interest in applying for employment with the Texas Alcoholic Beverage Commission is greatly appreciated. The following guidelines are provided to assist you in completing your application correctly.

- « Obtain information on job vacancies by visiting our web site at [www.tabc.state.tx.us](http://www.tabc.state.tx.us) or contact any TABC District Office statewide or TABC Headquarters in Austin.
- « Vacancy announcements provide the position title, salary information, the location where the vacancy exists, job description, minimum qualification requirements and closing date.
- « Applications are accepted ONLY for current vacancies, ONLY on or before the closing date, and ONLY on the State of Texas Application for Employment form with the TABC Supplemental form attached.

### ***APPLICATION FORMS***

- « Complete the required forms: State of Texas Application for Employment (Form AP-8), Applicant EEO Data (Form AP-8c) and the TABC Supplemental (Form HR-20).
- « Apply ONLY for specific job vacancies and submit a separate application for each job posting.

- « Note the closing date and time on the job vacancy notice and be sure that your application is submitted to a TABC office on or before the closing date.
- « Do not fax your application. ONLY originals will be accepted for review.
- « Resumes will be accepted for any additional information they may contain, but not in place of a completed application.
- « Do not submit pictures and/or letters of recommendation with your application, as they will not be accepted.

### ***COMPLETING THE APPLICATION***

- « Follow all instructions on the State of Texas Application for Employment form and the TABC Supplemental form.
- « Print the application in black ink or submit it in a typed format.
- « Review the job vacancy notice before you start on the application. Be especially careful to note the education, experience, and KSA (knowledge, skills and abilities) requirements.
- « You may submit attachments to your application to provide a summary of your experience. A note to "see attachment" in the Employment History portion of the application is acceptable; however, items such

as your title, employer, employment dates or supervisor must be fully completed.

- « Contact the nearest TABC office in your area if assistance is required in completing the application forms or if special accommodations are needed. TABC will provide accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.

### ***SUBMITTING THE APPLICATION***

- « Submit applications at any TABC office.
- « Be sure to sign and date each application you submit. If a copy of an application is submitted, an original signature is required.
- « Before submitting the application, check to make sure the application is complete, all information requested has been provided and the application has been signed and dated.

### ***APPLICATION PROCESSING***

- « After the job closes, all applications are forwarded to TABC Headquarters in Austin.
- « Human Resources is responsible for screening each application to determine which applicants meet the minimum qualification requirements.
- « Human Resources is responsible for selecting,