

How to Apply for Texas Department of Licensing and Regulation Career Opportunities

Thank you for your interest in employment with the Texas Department of Licensing and Regulation. TDLR job openings are posted on our website at <https://www.tdlr.texas.gov/careers/#current>.

To apply, you must submit a State of Texas application, available for download on TDLR's website: <https://www.tdlr.texas.gov/careers/#applying>, and email the fully completed application to jobs@tdlr.texas.gov, by the closing date stated on the job posting, or you may apply electronically through the Texas Workforce Commission's workintexas.com online system. Applications will NOT be accepted via mail, fax, or hand delivery.

For applications submitted via email, the job posting title and job posting number must be included in the subject line. Applications submitted via email must be received by 11:59 p.m. on the posting's closing date. All job postings are identified by a specific job title and job posting number. You must submit a separate application for each position for which you are applying. When a job posting is listed as "Open Until Filled," it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applicants are solely responsible for timely delivery of applications by the deadline.

You will not be considered as an applicant if you submit a resume or letter of interest without submitting a State of Texas application. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected. Please do not attach documents that contain a photo. Please be aware that additional information or documents will not be accepted for purposes of determining eligibility after the closing date.

Instructions for Completing the Online State of Texas Application for Employment

All applicants must submit a thoroughly completed application, answering all applicable questions. Review the job posting and be careful to note any education, certificates, licenses, training, or specific experience/skills required for the position. Applications must contain complete job histories, which include job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected and not considered because it is incomplete. Your education and experience must match or exceed the minimum qualifications identified on the posting.

Be specific and detailed when providing information in the employment and education sections. Include all employment. Begin with your current or last position and work back to your first. The employment history should be included for each position held, even those with the same employer. List each position separately and indicate the dates for each position held. To receive full credit for employment experience, include the month/day/year of starting and leaving dates. When specifying hours worked per week, you must indicate the standard or average hours worked to be given credit for work experience. If this information is not submitted, your application may be rejected because it is incomplete.

The information included in the employment section of the application will be the official record of your employment experience. It must accurately reflect all significant duties performed.

Qualified applicants selected for interviews will be contacted by the hiring division. If you are scheduled for an interview and require any reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview.

Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.

All candidates for lottery and bingo divisions recommended for a position will be subject to an extensive criminal background investigation, including fingerprinting. Only applicants interviewed will be notified of their selection or non-selection. Inquiries regarding the status of an application will be answered as time and agency resources allow.

TDLR is an Equal Opportunity Employer