

TEXAS SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

APPLICATION INFORMATION & INSTRUCTIONS

The Texas School for the Blind and Visually Impaired (TSBVI) is an Equal Opportunity Employer (EOE). Reasonable accommodations will be made for persons with disabilities during the application process or at the time of employment if requested.

PLEASE READ BEFORE COMPLETING THE APPLICATION

- State of Texas Applications are only accepted for posted positions and are submitted through [WorkInTexas](#) or the fillable State of Texas Application available on our [website](#) (tsbvi.edu).
- Resumes are not accepted in lieu of an application but may be included.
- Applicants must demonstrate in the application how they meet the qualifications stated in the job description. Applications will not be considered if you do not meet the minimum qualifications. The hiring supervisor will review the application for evidence of the required and desired qualifications listed on the job description. All education, special skills, paid and volunteer work experience should be clearly written in detail on the application.
- In the application section asking to "List any other qualifications such as special skills, abilities, equipment...", please indicate any prior skills or experiences you have related to working with individuals with visual impairments.
- In addition to the State of Texas Application, since we are a school, you must also submit:
 - Criminal History Authorization
 - Pre-Employment Affidavit

IMPORTANT INFORMATION REGARDING THE APPLICATION PROCESS

- Not all applicants are interviewed. Some supervisors prefer to interview immediately while others prefer waiting until the deadline when all applications have been received. If selected for an interview, you will be contacted directly by the hiring manager. Therefore, it is important that your application reflect your correct phone number.
- The departments are not set up to handle a large volume of outside inquiries, so we hope you will help them do their jobs by directing your questions to the Human Resources (HR) Office. Please do not attempt to contact the departments unless directed to do so by the hiring manager.
- In accordance with the provisions of Senate Bill 9 of the 80th Legislature, all individuals who are offered employment on or after January 1, 2008 will undergo a national criminal history information check based on fingerprints submitted to the Department of Public Safety. TSBVI will pay for this process, and persons who are offered employment but do not complete the process or do not have an acceptable criminal history will not be employed or will be discharged if they have begun working.
- All new employees, including Substitutes, will be required to attend a one-day New Employee Orientation, primarily scheduled the first Monday of each month.

The HR Office is open Monday through Friday from 8:00 a.m. - Noon & 1:00 p.m. - 5:00 p.m.

Texas School for the Blind & Visually impaired
ATTN: HR, 1100 West 45th Street, Austin, TX 78756
Phone: (512) 206-9129 Fax: (512) 206-9403

<https://www.tsbvi.edu/job-seeker>

Employment@tsbvi.edu