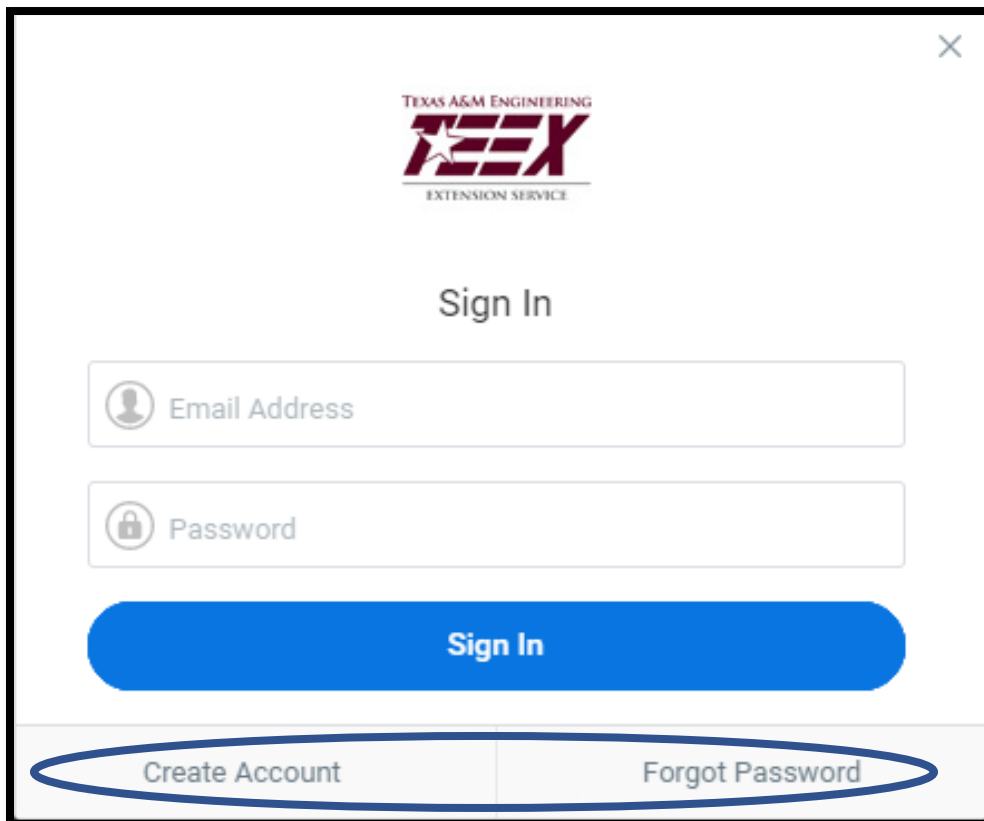


Step by step Workday External Applicant Instructions


1. Click on "Sign In," located on the top right of the TEEX Career site.



2. New Users select the "Create Account" option; existing users enter login credentials to access the applicant profile or "Forgot Password" to retrieve password.



3. Select "Search for Jobs" to view all employment opportunities. Previously submitted applications statuses will be listed under "My Applications."



Welcome,


This is your candidate home page. From here you can review the status of your outstanding applications, follow up on pending tasks, etc.

My Submitted Applications

No Applications
To get started, search for new jobs

[Search for Jobs](#)

About Us



The Texas A&M Engineering Extension Service (TEEX) is an internationally recognized leader in the delivery of emergency response, homeland security, workforce training and exercises, technical assistance, and economic development. Last year, TEEX served more than 173,000 people from every U.S. state and territory and 81 countries worldwide.

TEEX operates a comprehensive emergency preparedness campus, which includes some of the world's top training facilities in the Brayton Fire Training Field, Disaster City® and the Emergency Operations Training Center, as well as state-of-the-art facilities for public utilities, law enforcement, and unexploded ordnance training. As part of the National Domestic Preparedness Consortium and home to the National Emergency Response and Rescue Training Center, TEEX has been a leader in homeland security training since 1998. The agency also sponsors the state's elite urban search and rescue team, Texas Task Force 1, standing ready to respond at a moment's notice in times of disaster.

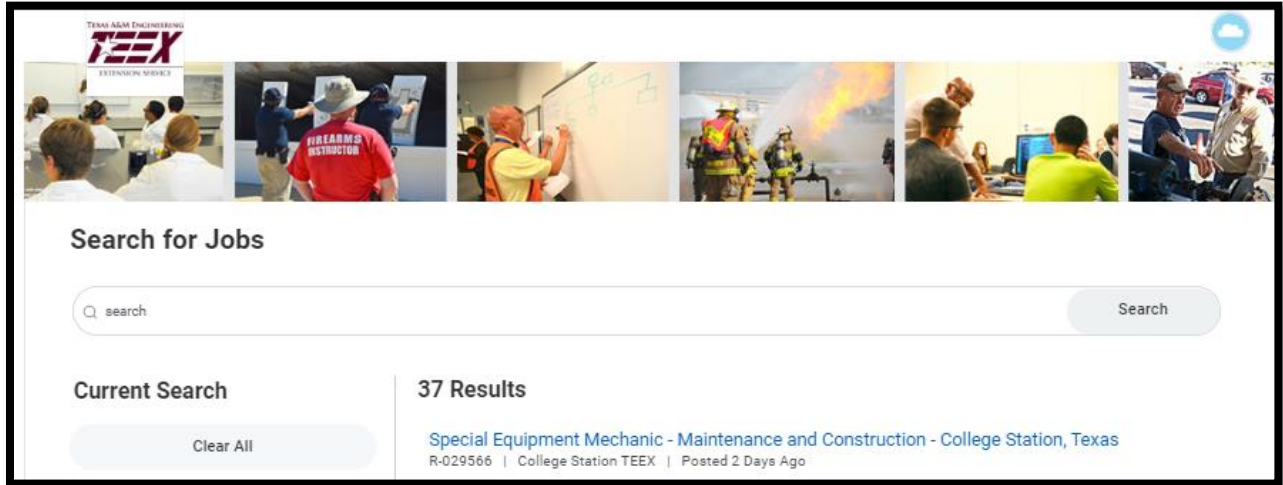
Texas A&M Engineering Extension Service is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

If you need assistance in applying for this job, please contact (979) 458-6801.

Useful Links:

- [Applicant FAQ](#)
- [Bryan/College Station Area](#)
- [TEEX Home Page](#)
- [TEEX Agency Video](#)
- [Texas A&M University System](#)
- [Equal Employment Opportunity - English](#)
- [Equal Employment Opportunity - Spanish](#)
- [Family Medical Leave - English](#)
- [Family Medical Leave - Spanish](#)
- [Employee Polygraph Protection Act - English](#)
- [Employee Polygraph Protection Act - Spanish](#)
- [E-Verify - English](#)
- [E-Verify - Spanish](#)
- [USEERRA](#)

- Once a position of interest is located, click on the title to review the position description. Select “Apply” or “Apply with LinkedIn” to initiate the application process.



Search for Jobs

search Search

Current Search **37 Results**

Clear All

[Special Equipment Mechanic - Maintenance and Construction - College Station, Texas](#)
R-029566 | College Station TEEEX | Posted 2 Days Ago



Special Equipment Mechanic - Maintenance and Construction - College Station, Texas

College Station TEEEX

Posted 2 Days Ago

Full time

R-029566

Please sign in to apply with LinkedIn

[Apply](#) [Sign in with LinkedIn](#)

[About Us](#)

5. New users can pick the “Quick Apply” option which allows the candidates to upload their resume to auto populate some areas of the employment application. Click “Next” to continue with the application process. Returning users will be prompted to use information from previous application and or upload a new resume.

Special Equipment Mechanic - Maintenance and Construction - College Station, Texas

Quick Apply

Howdy,
Thank you for applying! If you would like to use Quick Apply, upload your resume or curriculum vita here (one attachment allowed). The information will be used to automatically complete various parts of the job application. Document details are provided below.
If you prefer not to use Quick Apply, click the Next button to continue. You will have another opportunity in the My Experience section of this application to upload your resume or curriculum vita along with additional supporting documentation. Up to five documents are allowed.

**Upload either DOC, DOCX, HTML, PDF, or TXT file types
(5MB max)**

Drop file here
or
Select files

Next

6. If the “Quick Apply” feature was used at the beginning of the application process, please ensure the information was auto populated properly. If the “Quick Apply” feature was NOT used, please complete all *required fields. Click “Next” to continue with the application process.

My Information

< >

Country *
United States of America ▼

Name

First Name *

Middle Name

Last Name *

Suffix
select one ▼

Address

Address Line 1

City


State
select one ▼

Postal Code

Email Address

Phone


Country Phone Code *

x United States of America (+1) 

Phone Number *

Phone Extension

How Did You Hear About Us? *

select one 

Have you ever previously been employed by the Texas A&M University System, including any of its campuses or agencies? *

- Yes
- No

Back

Next

7. The “My Experience” section is the only area where required documents can be uploaded. Applications without the required documents, as requested on the job posting, will be considered incomplete. Do not process to the “Next” stop until ALL required documents are uploaded in this page. Up to five files may be uploaded.
- a. Review the “Work Experience” if auto populated from “Quick Apply”; otherwise, enter *required information. Click “Add” or “Remove” to edit experience, education, or skills fields.

The screenshot shows a web application interface for the 'My Experience' section. It features several sections: 'Work Experience', 'Education', 'Certifications', 'Skills', 'Resume/CV', and 'Websites'. Each section has an 'Add' button. The 'Resume/CV' section is highlighted with a blue border and contains a file upload area with the text 'Drop files here', 'or', and a 'Select files' button. The 'Websites' section has an 'Add' button. At the bottom, there are 'Back' and 'Next' buttons, with the 'Next' button circled in blue.

Work Experience

Add

Education

Add

Certifications

Add

Skills

Search for a skill.

Resume/CV

Upload a file (5MB max)

Drop files here

or

Select files

Websites

Add any relevant websites. Format should be: http://

Add

Back Next

8. Application questions and Additional Application Questions must be answered if marked with an *asterisk. Click "Next" after each set of questions to continue with the application process.

Application Questions 1 of 2

If this position is located in the United States and you are selected, would you now or in the future require sponsorship for immigration-related employment authorization (e.g. H1-B, O-1, E-3, TN)? *

select one

Do you qualify for State of Texas veteran employment preference based on the definitions below? *

• Veteran is defined as a person who has served in the army, navy, air force, coast guard, or marine corps of the United States or the United States Public Health Service under 42 U.S.C. Section 201 et seq., as amended; the Texas military forces as defined by Section 437.001; or an auxiliary service of one of those branches of the armed forces; and has been honorably discharged from the branch of the service in which the person served. • Surviving Spouse of a Veteran is defined as a veteran's surviving spouse who has not remarried. • Orphan of a Veteran is defined as an orphan of a veteran if the veteran was killed while on active duty.

Veteran

Surviving Spouse of a Veteran

Orphan of a Veteran

I am not a Veteran

Decline to respond

I am 25 years of age or younger and was under the permanent managing conservatorship of the Texas Department of Family and Protective Services on the day preceding my 18th birthday. If hired and claiming foster child status, you will be required to provide verification of such status. *

select one

To comply with The Texas A&M University System policy on nepotism, answer the following question. Are you related to any current Texas A&M University System employee, official or regent? *

select one

If yes, state his/her name, relationship and the A&M System institution or agency.

Have you ever worked for the State of Texas? *

select one

If yes, please indicate the agency and start/end dates of employment.

Are you currently employed by the Texas A&M University System, including any of its campuses or agencies? *

select one

Back **Next**

Thank you for considering this opportunity with TEEEX! TEEEX strives to be an employer of choice and values your consideration of opportunities within our organization. Due to the COVID-19 pandemic, we are experiencing delays with our selection, interview, and hiring processes. We are continuing to accept applications for open positions and ask for your continued patience during this time.

Please answer the following questions related to this position.

If you are a current TEEEX employee in any capacity, or a TAMU system employee, please ensure that you apply for this opportunity via Workday's Internal Career site.

Attaching a resume/cover letter as well as pertinent certifications will assist in thoroughly assessing your qualification for this role. Please attach these documents as applicable. *

Drop files here

or

Select files

What is the highest level of education you have completed of the listed options? *

How many years of experience do you possess in maintenance or repair of gasoline or diesel-powered vehicles and equipment to include any combination of the following: Welding, plumbing and or basic electrical, heavy equipment operations using hand/power tools? *

Do you possess a valid Class C Driver's License? *

In the space provided, please provide 3 professional references, one of which a current or former supervisor. Please include their: Name, Telephone Number, Email Address, and their relation to you (i.e. Supervisor, Co-worker, etc.). *

What would be your approximate availability to begin employment in this position? *

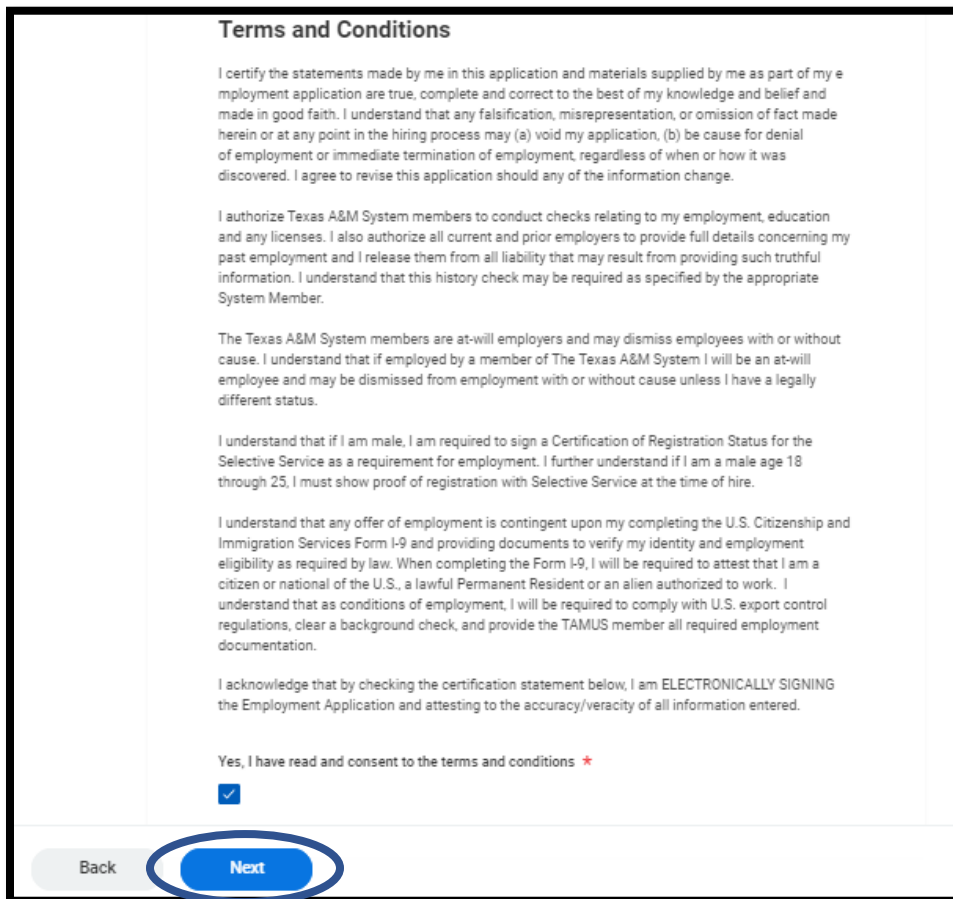
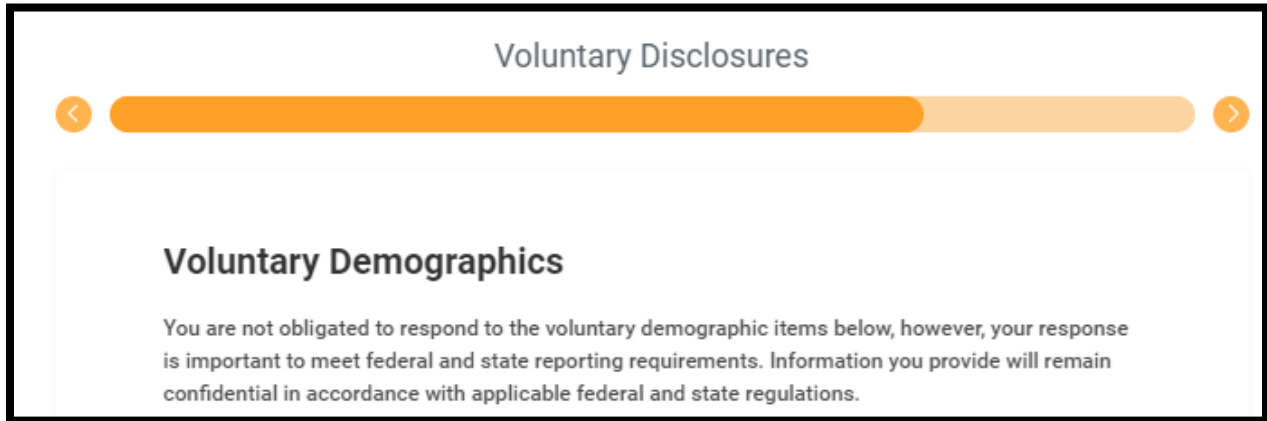
Why are you interested in applying to this position and seeking employment in this role or with our organization? *

Back

Next

Follow Us

9. Voluntary Disclosures: You are NOT required to respond to the Voluntary Demographics questions; however, your response is important to meet federal and state reporting requirements.
 - a. Terms and Conditions: Review the terms and conditions of the employment application and acknowledge by checking the certification statement. Click “Next.”



10. Self-Identify: Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. [1] To help us measure how well we are doing, we are asking you to tell us if you have a disability. Completing this form is completely VOLUNTARY. Click “Next” to continue with the application.

Self Identify

Language *

English

Voluntary Self-Identification of Disability

Form
CC-305

OMB Control Number
1250-0005

Expires
1/31/2020

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.[1] To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

work for us, your answer will not be used against you in any way. Because a person disabled at any time, we are required to ask all of our employees to update their every five years. You may voluntarily self-identify as having a disability on this form

[Back](#) [Next](#)

11. Review: This is the last step of prior to submission of the employment application. Review the information you entered to ensure accuracy of information. Scroll down to the bottom of the page to ensure the required documents were successfully submitted and listed under Resume.
- If the documents were not successfully uploaded click on “Back.” If application is completed, click “Submit.”
 - Applications cannot be revised after they are submitted. Make sure your application is complete.

Review

<

My Information

Name

Address
United States of America

Email

Phone

How Did You Hear About Us?
Texas A&M University System Career Site

Have you ever previously been employed by the Texas A&M University System, including any of its campuses or agencies?
No

Back Submit