

Application Process

The application process involves the following steps:

- Résumés will only be accepted, with the exception of certain Facilities and Wellness Center positions. Please submit a separate résumé for each position in which you are interested. Your résumé must include the job title and job code number in the e-mail heading or subject line. Résumés that do not include the job title and job code number will not be considered. Please note that résumés sent listing multiple positions will not be considered. Please submit your résumé in the preference order below:
 1. **E-mail to: staffjobs@twu.edu (E-mail Header or Subject line must include job title and job code number)**
 2. **If you do not have email access, please mail to TWU Employment, P. O. Box 425739, Denton, TX 76204-5739 (First line of résumé must include job title and job code number)**
- Certain *Facilities and Wellness Center positions* for which applications only are accepted will be clearly designated on the website or in the job vacancy notebooks located in the Human Resources' lobby. Applications must be submitted in person in the Human Resources department located at 1219 Oakland, Denton, TX.

Hiring officials for the position for which you apply will have access to your résumé or application. You will be contacted **ONLY** if you are selected for an interview or if Human Resources has questions regarding your credentials.

Please allow up to three weeks from the posted closing date in order to possibly receive information regarding an interview. If you have not received a call within three weeks of the posted closing date, your credentials did not advance for further consideration.

If you have applied through a résumé and you *are selected for an interview*, you will need to complete an application packet. The hiring department may forward application packets to you, if time permits, either through postal services or by electronic mail. If time does not permit, you will need to plan to complete the application packet at the point of the department interview. You will need to allow approximately 30 extra minutes prior to your interview to thoroughly complete the application packet. You should bring all relevant employment, education, and reference information and/or documentation with you. Applications must be completed in their entirety.

The new changes in the TWU application process are designed to streamline the recruitment process and make applying for positions at TWU friendly, simple, and easy. The new processes include effectively utilizing the updated, efficient technology that is now available and employing a process that will smoothly integrate with upcoming University-wide software changes. A reduction in paperwork and intercampus mail distribution will significantly benefit both applicants and departments and will contribute to a reduction in hiring time.

Thank you for your interest in employment at Texas Woman's University.

Under the Immigration Reform and Control Act, employees hired must be authorized to work in the United States. For a list of documents that may be used as evidence of identity and eligibility [click here](#).

All University positions are deemed security sensitive; background checks are conducted on applicants considered for employment.