

**DO NOT SUBMIT APPLICATIONS
TO A FREIGHT TERMINAL.**

Applications must be submitted to the M&L Human Resources office in Huntsville, Texas. Refer to the job posting for complete submittal instructions for required documents.

HAND DELIVER: Applications that are *hand delivered* must be received at the TDCJ Manufacturing & Logistics Human Resources, Room 112 located at 861 IH 45 North, Huntsville, Texas.

FAX: Applications may be *faxed* to M&L Human Resources at 936-437-8621.

ON-LINE: Applications may be submitted *on-line* through the Texas Workforce Commission's (TWC) Work In Texas website at www.workintexas.com; however, the applicable supplement and PERS 282A (if applicable) must be submitted to the contact person listed on the job posting.



Contact M&L Human Resources
if you have any questions.
936-437-6531

To mail your applications, use the appropriate mailing address:

Regular Mail

TDCJ Manufacturing & Logistics Division
ATTN: Human Resources
P.O. Box 4013
Huntsville, Texas 77342-4013

Overnight Mail via U.S. Postal Service

TDCJ Manufacturing & Logistics Division
ATTN: Human Resources
P.O. Box 4013
Huntsville, Texas 77342-4013

Overnight Mail via UPS, FedEx, etc.

TDCJ Manufacturing & Logistics Division
ATTN: Human Resources
861 IH 45 North, Room 112
Huntsville, Texas 77320



www.tdcj.texas.gov

EQUAL OPPORTUNITY EMPLOYER

*This document is prepared and maintained by
Manufacturing & Logistics, Planning & Research.
For brochures, call 936-437-6921.*

Texas Department of Criminal Justice

**Manufacturing & Logistics Division
Transportation & Supply**



**How to Apply for
a TRUCK DRIVER
Position**

January 2016

The Texas Department of Criminal Justice (TDCJ) has four Manufacturing & Logistics (M&L) Division Transportation & Supply Freight Terminals:

Beeville Freight Terminal

Chase Field Complex, Beeville, Texas
361-362-6427

Snyder Freight Terminal

Daniel Unit, Snyder, Texas
325-573-8049

Southern Region Freight Terminal

Stringfellow Unit, Rosharon, Texas
281-595-4119

Wynne Freight Terminal

Wynne Unit, Huntsville, Texas
936-436-4053

How can I find information about a posted vacant position?

Contact the M&L Human Resources office at 936-437-6531 or visit the TDCJ website at www.tdcj.texas.gov, click on “Employment,” and “TDCJ Job Search” to search the current listing of job postings with the job title “EQUIPMENT OPERATOR I - Truck Driver.”

Is it required that I take a road test?

Yes. All applicants must successfully complete the TDCJ Freight Transportation Road Test to be qualified for an interview. Road tests will be retained in the active file for one year. To schedule a road test contact the appropriate freight terminal.

What qualifications must I have for a truck driver position?

- A valid Class A Texas Commercial Driver License (CDL).
- A valid CDL Medical Examiner’s certification statement issued within the last two years.
- Successful completion of the current TDCJ freight transportation road test within the past twelve months.
- Graduation from an accredited senior high school or equivalent or GED.

To obtain a complete job description and qualifications, contact the M&L Human Resources office or visit the TDCJ website.



What paperwork am I required to submit when applying for a truck driver position?

The following applications and documents must be submitted:

- State of Texas Application for Employment.
- The applicable application supplement:
Outside applicants - TDCJ Employment Application Supplement, PERS 282.
Current TDCJ employee applicants - TDCJ Employment Application Supplement for Agency Employees, PERS 598.
- Additional Offender Information, PERS 282A, if applicable.

A legible copy of the following documents must be attached to the State of Texas Application for Employment:

- Valid Class A CDL.
- Valid CDL Medical Examiner’s certification statement issued within the last two years.
- High school transcripts/diploma, college transcript/diploma or GED.
- Signed Social Security card.

Refer to the TDCJ Employment Application Supplement for minimum standards for all applicants, additional required documents and conditions of employment.

To obtain the required application forms, visit the TDCJ website, www.tdcj.texas.gov, click on “Employment,” and “Download Job Application,” and follow the download instructions for all required application forms.