

**City of Port Aransas**  
**710 W. Avenue A**  
**Port Aransas, Texas 78373-4128**  
**361-749-4111 Fax 361-749-4723**  
**[www.cityofportaransas.org](http://www.cityofportaransas.org)**

Dear Applicant,

To insure that your application for employment is processed you must complete and send the following:

- I. All blank spaces on the application must be filled in. Any space, which does not apply to you, must include N/A in the space.
  - A. Omissions delay the background investigation process and will be cause to remove the applicant from consideration.
  - B. Resumes can accompany a completed application but will not be accepted in place of a completed application or any part of an application.
  - C. Applications will not be returned to the applicant for completion
  - D. You may attach extra pages with job information to your application if necessary.
- II. If you were in the military, attach copies of your DD214 or other separation papers to your completed application when you return it.
- III. Do not call the background investigator or Police Department to ascertain the status of your application. This creates a delay and will be cause to remove the applicant from consideration. If you are being considered you will be notified of your interview date. If you are not being considered you will also be notified.