



Crossing Guard Application Guide

The City of Austin Safe Routes to School Program is always accepting Crossing Guard applications. To apply, go online and fill out the application on the City Jobs website. Next, print out your completed application and bring it to the Safe Routes to School Office at 505 Barton Springs Rd., Suite 800, or turn it in to one of our supervisors. If you need further assistance, call Dawn Trenholm at (512) 974-7013.

Below are step-by-step instructions to help you access the application.

1. Go to www.austincityjobs.org. (You will see a picture of the Austin skyline at the top of the page.)
2. On the left hand side of the page, click the third link "Create Account."
3. Fill in all the information required. Fields with a red asterisk (*) must be filled out. When you are finished, click "Create" at the bottom of the page. You are now logged in and should be back at the homepage.
4. On the right hand side of the screen, below the four small photos, there is a blue box that says "Click here if you want to create and save your application but not apply to a job." Click this link.
5. At the top of the page you will see "Create APPLICATION and SAVE." Below are four links. Click on "Apply to this Job" on the far right.
6. This takes you to the blank application. Fill out all fields that apply to you and be sure to complete any that have a red asterisk (*). After filling out a page, click "Next >>" at the bottom of the screen to take you to the next page.
7. Once your application is complete, click "Certify and Submit." Read the paragraph under "Certify," click the box to acknowledge the statement and type your initials. Click "Submit this Application."
8. You will see a green box telling you that your application has been successfully submitted. YOU ARE NOT DONE! Click on "view your completed application here." This will take you to a screen where you can view all applications you have submitted to the City. Under "Application Materials" click the "Application" link to view your full completed application.
9. Click "print version" at the top of the screen, which will open a new window with your fully completed application. Print this document.
10. Sign your application and bring the paper copy to our office at 505 Barton Springs Rd., Suite 800, or to a crossing guard supervisor. You may also use a computer at one of the locations listed on the following page to fill out and print your application. Please call before to confirm hours of operation.

Please note: All applicants will undergo a criminal background investigation. When you drop off the application, you will also need to complete a Criminal Background Investigation Notification & Disclosure form. If you have lived outside of the state of Texas within the past 10 years, you will also need to be fingerprinted as part of the process.

Contact:

Leticia Richardson

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(512) 974-9181

Computers Available for Public Use

<p>City of Austin Human Resources Department Employee Services Division (512) 974-3210 TDD: (512) 974-3303 Toll free 1-800-526-9159</p>	
<p>African American Youth Harvest Foundation 6633 Highway 290 E., Suite 100 Austin, TX 78723 (512) 974-3210</p>	<p>Workforce Solutions Capital Area (North) 6505 Airport Boulevard., Suite 101 Austin, TX 78752 (512) 597-7237</p>
<p>DeWitty Training & Employment Center 2209 Rosewood Avenue, Suite 210 Austin, TX 78702 (512) 472-5718</p>	<p>Workforce Solutions Capital Area (South) 6505 Burleson Road Austin, TX 78744 (512) 381-4223</p>
<p>Carver Branch Austin Public Library 1161 Angelina Street Austin, TX 78702 (512) 974-1010</p>	<p>Willie Mae Kirk Branch Austin Public Library 2101 Oak Springs Drive Austin, TX 78702 (512) 974-9920</p>