

TRAVIS COUNTY

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COUNTY JUDGE'S OFFICE

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GUIDELINES FOR HIRING EX-OFFENDERS

The Travis County Commissioners Court seeks to promote the successful reintegration of ex-offenders in the community by assisting ex-offenders in obtaining gainful employment.

Recognizing that qualified individuals for many positions may be eliminated from employment consideration due to criminal history disclosure up front on the Travis County employment application, the County has delayed requesting information regarding criminal history until later in the employment application process.

All applicants, including those with criminal backgrounds, are encouraged to research job vacancies within the County and apply if otherwise qualified.

Some positions may require a criminal background check which will be noted in the job posting announcement. If the applicant is selected for an initial interview, he/she will be notified if a criminal background check is required and given the option to proceed with the interview process. For these positions, a criminal history does not necessarily disqualify an applicant from being considered for the position. Circumstances such as length of time since offense, seriousness of the offense, frequency of criminal incidents, and other mitigating factors may be considered.

For some positions in the County, a criminal background check is required. This restriction will also be noted in the job posting announcement.