



Frequently Asked Questions

Application Process

Q1. How can I check the status of my completed application?

A. The system provides you a notification when your application is completed. We do not provide status updates of your application. Available positions are posted on MHMRtarrant.org/Jobs. Check our postings as needed or set up automatic alerts to notify you when types of vacancies are available. See the process flow of your application below:

Employment

Applicant applies to job online

Application goes through review process

Applicants are selected to be interviewed

Applicant is selected

Human Resources notifies applicants electronically when the job is filled

Q2. Why do I need to provide the last seven (7) years of addresses during the application process?

A. Your previous addresses are required due to MHMR's health and safety requirements and to determine the length of your Texas residency. MHMR runs an extensive background check.

Q3. Why do I need to provide my driver's license number during the background review of your application?

A. During the background review, you will be sent a link to reply with your driver's license information, if it is needed. Due to health and safety requirements, your driving record will be checked if you applied for position(s) that require driving/travel.

Q4. How do I apply for an intern or volunteer opportunity?

A. For available intern and volunteer positions, search "intern" or "volunteer" on the job name. Open requisitions will exist when the opportunities are available.



Q5. Why do I need to provide my fingerprints during the application process?

A. Your fingerprints are required due to MHMR health and safety requirements for positions in Early Childhood Services and/or based on your Texas residency. Job offers made by Human Resources are contingent upon the successful completion and results of background checks, education verification, employment verification and pre-employment screening.

Q6. If I applied for multiple positions at the same time, how can I accept only the position I am interested in.

A. Human Resources will only offer you the position that is received from the hiring manager, once Human Resources receives a notice to offer you a position, your application for consideration from other positions within MHMR is withdrawn.

Contact Human Resources at Human.Resources@mhmtc.org or by calling 817-569-4301.

Continue to check back, additional FAQs will be added as needed.