

## FAQs

**1. What is the best way to ensure the Human Resources has received my application and/or resume?**

Filling out the application found online (or stop by KPUB and ask for an application at the front desk) and faxing to (830) 258-1883 or emailing to [tlujan@kpub.com](mailto:tlujan@kpub.com) is the best way to ensure that we have received your application; you will receive an email confirmation of receipt of your application.

**2. How long does your recruitment process take?**

KPUB will make every effort to expedite the hiring process, but there is no set time to fill positions. KPUB reserves the right to reopen the advertising process on any position.

**3. What is the recruitment process?**

Once the closing date passes, applications and resumes are screened for minimal qualifications and sent to the division manager or supervisor. Once the hiring manager has reviewed the selected applicants, Human Resources will be contacting the applicants for interviews. There could be up to two rounds of interviews which are normally conducted by the hiring manager and human resources manager. Once all interviews are conducted a contingent offer of employment is extended to the applicant of choice and a background check and drug screening are conducted. Positions filled letters are sent to all other applicants who were interviewed but not selected.

**4. If I have an application on file do I need to submit a new one when applying for a different job?**

Yes, a new application is required for every job posting.

**5. If there are multiple positions open at one time that I am interested in do I need to fill out a different application for each position?**

Yes, a new application is required for every job posting.

**6. If there are no job openings can I still apply at KPUB?**

No, but please continue to visit our website for any future openings. [www.kpub.com](http://www.kpub.com)

**7. If I had previously applied for a job opening do I have to resubmit my application for a new job opening?**

Yes, a current application is required.

**8. What type of benefits does KPUB offer?**

Qualifying full-time employees will be provided with medical/prescription/dental/vision insurance as well as a variety of optional plans.

**9. How can I contact the hiring manager?**

Communication should be done through the Human Resources Department.

**10. Will I hear back from KPUB after I submit my application?**

Yes, the receipt of applications will be communicated via email. After initial notification you will only be contacted if you are selected for an interview.

**11. Am I able to submit my resume along with my application?**

Yes, you are encouraged to submit an updated resume along with your employment application; but please note that a KPUB employment application **MUST** be received in order for you to be considered for the opening position.

**Thank you for your interest in Kerrville Public Utility Board (KPUB)**

*If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting the Human Resources Department at 830.792.8283.*