

WCCHD Board of Health:

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W. S. Riggins Jr., MD, MPH, WCCHD Executive Director/Health Authority

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## Instructions for the submission of employment application:

1. A cover letter explaining your interest in this public health position and the skills you bring to this position must accompany the application form. This letter is considered a part of your application.
2. A resume may be submitted to provide additional information but is not accepted as a substitute for the application. The application form must be complete. Do not write in "refer to resume".
3. Applications and cover letter may be faxed to **(512) 943-1499 Attention: Wendy Gentry**, however, the application with original signature must be submitted prior to or at time of interview.

If you have any questions about this position contact: **Wendy Gentry (512) 943-3605.**

### REQUIREMENTS OF A COMPLETE APPLICATION:

- Complete Application Form with signature and date. \_\_\_\_\_
- Cover Letter \_\_\_\_\_

### OPTIONAL APPLICATION ADDITIONS:

Resume  
Applicant Data Form - should be submitted in a separate envelope mailed to the address below.  
Letters of Recommendation

Employment applications **must** be received by 5:00 pm on the closing date at:

**Williamson County & Cities Health District**  
**100 West 3<sup>rd</sup> St. (mailing address)**  
**312 Main St. (physical address)**  
**Georgetown, Texas 78626**