How to Apply Online with the City of Dallas

This is a "How To" for the first time online application system user. (Note: You will need an email address. If you do not have an email address, you can get one free from AOL, Excite, GMail, Hotmail, or Yahoo.)

Step 1: Go to www.dallascityhall.com and select "Find a Job" or go directly to http://agency.governmentjobs.com/dallas .

Step 2: Select the **Open Positions** link (or **Internal Positions** link for promotional only positions)

Step 3: Scroll down to the job category listings and check the boxes of the job types you are interested in (Tip: Click the **Select All Categories** or **Clear All Categories** buttons to speed up the process). Or enter any key word(s) you are looking for in the text box (optional). Press the **Go** button.

Step 4: Scroll to the bottom of the page. All job openings in the categories that you chose will be displayed alphabetically. Click on the position title that you are interested in (Note: If you do not find a job opening that you are interested in but would like to fill out an application and/or be notified when there are openings for the categories, proceed to pages 11 and 12, **Don't See a Job Opening You Are Interested In?** section).

Step 5: Review the job announcement carefully, noting the essential functions, minimum qualifications, and knowledge, skills & abilities. Also, you may review the benefits that are offered through the City of Dallas by clicking on the **Benefits** tab and following the links. If supplemental questions will be asked with the general application, the **Supplemental Questions** tab will be available for your review.

To apply for the position, click on the **Apply** link to submit an application.

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Job Title:	Accountant III-2
Closing Date/Time:	Fri. 04/06/07 5:15 PM Central Time
Salary:	$18.08 - $30.72 hourly
	$1,446.31 - $2,457.96 biweekly
	$3,133.67 - $5,325.58 monthly
	$37,604.00 - $63,907.00 annually
Job Type:	Full time
Location:	Northwest Dallas, Texas

Print Job Information | Apply

Description | **Benefits** | **Supplemental Questions**

As a mid-level accountant, performs accounting duties of medium to high complexity within a department to ensure that the department's predetermined accounting goals are effectively met.

Essential Functions:

1. Prepares, monitors, and verifies reports of departmental transactions in compliance with accounting policies, generally accepted accounting principles (GAAP), and other regulatory requirements to ensure that the accounting functions achieve anticipated results.

2. Conducts audits of financial records to verify accuracy and

Step 6: Click on **HERE** (Note: If you have already created an account here or at www.governmentjobs.com, go to Step 9 and log in now. You can either create a new application or click "To apply for the position of <position title> click here" and follow the directions.) The following are the steps needed for a first-time user.

Are you registered?

To apply online for a position, please create an account **HERE** (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Online Employment Application Guide

Username:	
Password:	
	Login

Not Registered Yet? **Create Your Account Here!**
I Forgot My Password

To access the personalization features of GovernmentJobs.com you must first be a registered user. Registration is completely free and takes only a few seconds. We don't share your information with anyone and we're not going to send you an unsolicited e-mail. For more information about privacy at GovernmentJobs.com, please read our **Privacy Policy**.

Step 7: Choose your Username, Password, and Password Hint. Enter your email address (Note: confirmation emails will be sent to this address when you submit an application). Click on the **Save** button.

Request New Job Seeker Account

Enter your account information:

Username   [   ]

Tip: Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". *Example: john_doe25*

Email Address   [   ]

Create a Password:

Password   [   ]

Confirm Password   [   ]

Password Hint   [   ]

Tip: If you forget your password, you can click on **Lost Password** and it will be emailed to you.

[Save]

Step 8: Copy the information on the next screen for your records. It contains the information needed to log in to your account. Click on the **Login** button.

Thank you for registering with GovernmentJobs.com. Your account is now active.

Username	City Dallas
Email	citydallas@hotmail.com
Password	Rufus
Password Hint	Dog

[Login]

Step 9: Enter the **Username** and **Password** you have created. Click on the **Login** button.

Are you registered?

To apply online for a position, please create an account HERE (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Online Employment Application Guide

Username: [   ]

Password: [   ]

[Login]

Not Registered Yet? **Create Your Account Here!**

I Forgot My Password

To access the personalization features of GovernmentJobs.com you must first be a registered user. Registration is completely free and takes only a few seconds. We don't share your information with anyone and we're not going to send you an unsolicited e-mail. For more information about privacy at GovernmentJobs.com, please read our **Privacy Policy**.

Step 10: Click on the **Create Application** button.

Welcome,   [Help] [Logout]

| Main Menu | Application Status | My Account |

In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.

[Create Application]

Applications You've Created:

| Name | Date Created | Modify |

Tip: You do **NOT** need to recreate a new application every time you're applying for a position.

Step 11: Enter a general descriptive name for the application you are about to create and click on the **Create Application** button. (Note: You do not need to create an application for every job you wish to apply for. You may use one application to apply for many jobs.)

Welcome,   [Help] [Logout]

| Main Menu | Application Status | My Account |

Build New Application

To create an application, enter the name of the application in the box below and click the 'Create Application' button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

Application Name (for your own reference):

General Application

[Create Application]

Tip: You can reuse this application to apply for as many positions as you'd like. You do **NOT** need to recreate a new application every time you're applying for a position.

Step 12: Enter your information into the application. All fields designated by an asterisk symbol (*) require that you enter information to proceed. When you are finished, click on the **Save and View Application** button at either the top or bottom of the page. It is very important to use this button to save your progress as you move forward.

If you did not enter information into a required field or if you have entered it incorrectly – for example, the first name field is blank and the phone number is missing a digit – you will see the message highlighted below. Simply correct the error and click the **Save & View Application** button at the top or bottom of the page.

Welcome,

| Help | Logout |

| Main Menu | Application Status | My Account |

Accountant III-2 - Application process steps:

① ▷ ▷ ▷ ▷ ② ▷ ▷ ▷ ▷ ③ ▷ ▷ ▷ ▷ ④ ▷ ▷ ▷ ▷ ⑤
Job   Agency-wide Supplemental   Confirm   Certify &
Application   Questions   Questions   Application   Submit

Job Application » Profile

* Required Field

Cancel | Save & View Application

Attention: Please correct the following errors:
- First Name is required
- Invalid Primary Phone

Contact Information

*First Name

Middle Initial

*Last Name
Doe

Primary Phone
555-555-555

Alternate Phone

Step 13: The next window will show your full application. To add information, simply click on the link to the appropriate section. For example, to add education background to your application, scroll down to the **Education** heading and click the **Add Education** link on the right side of the screen.

If you need to add more than one (1) set of information (for example, entering the multiple work experience you have), you can continue to click on the **Add…** link for each set of information.

```
Education                                           Add Education

Work Experience                              Add Work Experience

Certificates and Licenses            Add Certificates or Licenses

Skills                                                    Add Skills
Office Skills                                                  Edit
Typing:       0
Data Entry: 0
Additional Information          Add Additional Information

References                                        Add Reference

Resume                                             Edit Resume
Text Resume

Resume Attachment
None
                  Go to Step 2: Agency-wide Questions

                                                        * Required Field
```

At a minimum, you must enter information related to your **Education** and **Work Experience**. Additionally, provide personal and/or professional **references**.

Sections	Description
Education	Enter information about high school, college, graduate school, and/or professional education
Work Experience	Enter information about your work experience (Note: Phone Number format = 000-000-0000)
Certificates and Licenses	Enter information about any professional certification and/or licenses you have obtained
Skills	Enter information related to: Office Skills, Language Other than English, Other Skills
Additional Information	Enter other information related to: clinical experience, honors & awards, interests & activities, military service, personal, professional associations, professional membership, publications, technical, and volunteer experience
References	Enter personal and/or professional references
Resume	See Steps 14 and 15 below.

Step 14: You can add your resume to your application by selecting the **Edit Resume** link.

Education	Add Education
Work Experience	Add Work Experience
Certificates and Licenses	Add Certificates or Licenses
Skills	Add Skills
Office Skills	Edit
Typing: 0	
Data Entry: 0	
Additional Information	Add Additional Information
References	Add Reference
Resume	Edit Resume
Text Resume	
Resume Attachment None	

Go to Step 2: Agency-wide Questions

* Required Field

Step 15: You can either type or copy and paste the contents of your resume in the **Text Resume** box. Alternatively you can attach your resume (Note: The maximum attachment size is 1 Meg; if your file size exceeds this limitation you will receive an error message. You will need to edit it to reduce its size – e.g., remove images)

- To attach your resume, click on the **Browse** button.
- A smaller window will appear. Find the file that contains your resume, click on it (your resume file name should appear in the "File name" text box) and then press the **Open** button.
- Click the **Save & View Application** button to save your progress.

Job Application » Resume

* Required Field

Please either cut and paste your text resume here (**DO NOT** use HTML tags), or attach a resume document below. Valid document attachment... (.rtf file extension), PDF (.pdf file extension...

Cancel

Resume

Text Resume

Choose file

Look in: Resumes

Jane Doe Resume 092006

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

File name:

Files of type: All Files (*.*)

Open

Cancel

Resume Attachment
Please attach your resume here:

Browse...

Cancel   Save & View Application

Resume Attachment
Please attach your resume here:

C:\Documents and Settings\Joanne Ung\My Document   Browse...

Cancel   Save & View Application

Step 16: When you are finished with your application, click on the **Go to Step 2: Agency-wide Questions** button.

References	Add Reference
Resume	**Edit Resume**

Text Resume

Resume Attachment
View Current Attachment

Go to Step 2: Agency-wide Questions

* Required Field

Step 17: Read the instructions and complete the Agency-wide Questions. When you are finished, click on the **Save & Proceed** button on the bottom of the page. (Note: If you need to leave the application process you can click on the **Save Work in Progress** button, logout and return at a later time.)

-- Select --

Save Work in Progress   Save & Proceed

* Required Field

Step 18: If the job you are applying for requires you to answer supplemental questions, they will be shown in the next section, **Supplemental Questions**. Read the instructions then complete the supplemental questions. Continue by clicking on the **Save & Proceed** button at the bottom of the page.

Yes   No

Save Work in Progress   Save & Proceed

* Required Field

Step 19: You will be shown your entire application that you have entered. Review all of the information on the page to ensure its accuracy. If it is complete, click on the **Go to Confirm Application** button.

Welcome, Jane Doe   Help   Logout

Main Menu	Application Status	My Account

Accountant III-2 - Application process steps:

① Job Application ▷▷▷▷ ② Agency-wide Questions ▷▷▷▷ ③ Supplemental Questions ▷▷▷▷ ④ Confirm Application ▷▷▷▷ ⑤ Certify & Submit

Job Application » Review

* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

Go to Confirm Application

Personal Profile			**Edit Personal Profile**
Name:	Jane Doe	Address:	1500 Marilla Street Room 6AS Dallas, Texas 75201
		Email:	**citydallas@hotmail.com**
		Notification Preference:	Email
Home Phone:	(214) 555-5555	Alternate Phone:	
Former Last Name:		Month and Day of Birth:	09/09

Other Personal Information

Driver's License:	Yes
Can you, after employment, submit proof of your legal right to work in the United States?	Yes

Step 20: If you tried to confirm the application and the system determines you have not entered the minimum information (i.e., education and work experience) the following will display. We recommend that you return to the appropriate sections and enter the information to ensure your qualifications are presented to the City. Select the **Go Back** button and update the information.

Welcome, Jane Doe

| Help | Logout |

| Main Menu | Application Status | My Account |

WARNING! You have not completed the **Education History** and **Work Experience** sections! If you want to continue with your application anyway, click the "Continue" button below. If you want to go back and review your **application**, click the "Go Back" button below.

If you choose the 'Continue' button, you **must** check the boxes and enter your initials below to confirm that you are aware that you are submitting your application without education history and work experience. You cannot continue unless both boxes are checked and you have entered your initials in both spaces below.

☐ Check the box to the left and enter your initials below to **CONFIRM** that you are submitting this application with **NO EDUCATION HISTORY**. If you wish to add education history, click the 'Go Back' button now and enter your education history.

Enter your initials here: [   ]

☐ Check the box to the left and enter your initials below to **CONFIRM** that you are submitting this application with **NO WORK EXPERIENCE**. If you wish to add a work experience, click the 'Go Back' button now and enter your work experience.

Enter your initials here: [   ]

[Go Back] [Continue]

If you choose not to enter any education history or work experience, follow the instructions on the page and select the **Continue** button.

Step 21: Read the statement that follows and click the Accept button if you agree to the statement. If you select the Decline button the application will not be submitted to the City of Dallas for consideration.

Accountant III-2 - Application process steps:

① ▷ ▷ ▷ ② ▷ ▷ ▷ ③ ▷ ▷ ▷ ④ ▷ ▷ ▷ ⑤
Job Application   Agency-wide Questions   Supplemental Questions   Confirm Application   Certify & Submit

Certify & Submit

City of Dallas

Notice to Applicant: Once you accept this certification you cannot change the information in your application. You may click on 'Confirm Application' above to return to the previous step to verify and/or update your information before you certify this application.

Certification Statement

By clicking on the 'Accept' button below, I represent and warrant that the answers I have given are full and true to the best of my knowledge and belief. I further acknowledge that I have read and understood the questions regarding education, experience, certifications and criminal records and that I have answered all questions truthfully. And further, I expressly request former employers and any persons who may have pertinent information concerning me to furnish such information to the City of Dallas officials. I agree to hold such persons harmless, and I do hereby release them from any and all liability for damage of any nature whatsoever for furnishing such information. I understand that failure to answer all questions fully and truthfully may result in disqualification or dismissal.

[Accept] [Decline]

Step 22: If you accepted the statement, a confirmation screen will appear verifying that your application has been received. You will also receive an email confirmation that your application has been submitted to the City of Dallas.

Welcome, Jane Doe   Help   Logout

Main Menu	Application Status	My Account

Application for **Accountant III-2** is complete.

Click here for a printable version of the application you just submitted

Confirmation

Dear **Jane Doe**

Thank you for applying for employment with the City of Dallas. We have received your application. You will receive instructions by email and/or mail as to the next step in the process. The next steps may include one or more of the following: application review and evaluation, performance test, written test, and/or oral interview/examination.

As a reminder, you can check the status of your application by logging back into the City's online application system and proceeding to the 'Check Application Status' link.

Once again, thank you for applying with the City of Dallas.

Step 23: If you wish to apply for another job opening go back to the job listing at http://agency.governmentjobs.com/dallas, find the job you want to apply for and after reviewing it, click on the Apply button as shown in the beginning of this guide.

Don't See a Job Opening You Are Interested In?

OPTION 1: You can prepare (and modify) an application and store it for future use.

- Go to www.governmentjobs.com and click the **Career Seekers** tab at the top of the page
- Log in with your Username and Password or follow the instructions to create a new account if you do not have one
- Create an application (or you can modify one) and it will remain stored in the system for your future use (You can create and modify as many applications as you wish)
- Be sure to record and remember your Username and Password for future use
- When you apply for jobs with the City of Dallas, you will use the same Username and Password you created at www.governmentjobs.com
- Your ready-made applications will be waiting for you to use. Simply choose which one you want to use, fill out any supplemental questions required for the particular position, and submit the application.

OPTION 2: You can submit a job interest card to be notified when positions have been posted in the categories you have selected.

- Select the **Request job notifications by category…** link.

Search Criteria

All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes.

Select Category	Select All Categories	Clear All Categories
☑ Accounting and Finance (1)	☑ Animal Services (1)	☑ Building Maintenance (1)
☑ Custodial (1)	☑ Library (1)	☑ Parks (1)
☑ Parks and Recreation (1)	☑ Professional (1)	

Enter keywords (optional):

[   ] Go▶

Request job notifications by category…

- Select the category or categories for which you would like to be notified of job postings

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Place a check in the box next to each job category for which you would like to receive email notifications, and fill out the required information in the 'Job Interest Card' section below, then click the 'Submit Request' button. For the next 12 months after you submit this form, you will receive an email notification each time a position opens with City of Dallas whose category matches one of the categories you've chosen. We'll also send you a reminder email in 11 months to give you an opportunity to extend your notifications for another year. To change the results, deselect and reselect the categories by using the Clear All Categories/Select All Categories links or by clicking on the check boxes.

Please Note: Some categories may not be applicable to City of Dallas.

Select Category	Select All Categories	Clear All Categories
☐ 911 Telecommunications	☐ Accounting and Finance	☐ Administration
☐ Administrative Assistant	☐ Agriculture	☐ Airports
☐ Animal Control	☐ Animal Services	☐ Attorney
☐ Building & Safety	☐ Building Maintenance	☐ Child Support
☐ Clerical & Data Entry	☐ Code Enforcement	☐ Community Development
☐ Community Services	☐ Construction Maintenance	☐ Corrections
☐ Court Administration	☐ Custodial	☐ Customer Service
☐ Dispatch	☐ Diversity	☐ Drivers

- Scroll down and fill out the **Job Interest Card** and click on the **Submit Request** button.

Job Interest Card

Fields marked with a '*' are required.

Last Name:	First Name:
Doe *	Jane *

Address:

1500 Marilla Street *

City:

Dallas *

State:	Zip Code:
Texas *	75201 *

Country:

US *

Home Phone:	Work Phone:

Email Address:

citydallas@hotmail.com *

Submit Request

- If you submitted the request, a confirmation screen will appear verifying that your job interest card has been received and that it is valid for 12 months. You will need to record the web address shown on this screen for future reference should you want to cancel the notifications.

Job Interest Card

Thank you for your request.

For the next 12 months, you will be notified when any position for City of Dallas that matches the job categories you've selected becomes available. We'll also send you a reminder email in 11 months to give you an opportunity at that time to extend your notifications for another year.

If at any time you wish to cancel notifications for one or more of the job categories you've selected, please visit the following web address:

http://69.225.112.11/myinterestcards.cfm? OJRID=35027&EMA=citydallas%40hotmail%2Ecom