

City of Dallas

Labor Mobility Initiative

Table of Contents

- Resources Needed to Apply
- How to Apply
- Assistance With The Application Process
- Application Process
- Hiring Process
- Attachments

Resources Needed to Apply

- Email Address
 - Yahoo
 - Goggle
 - Hotmail
- Texas Drivers License
 - Must acquire Commercial Driver License during 6 month probationary period
- Internet Access
 - Without Internet Access
 - City Hall – Human Resources or Civil Service
 - Any City of Dallas Public Library

How To Apply

- 1st visit the City of Dallas website www.dallascityhall.com
- 2nd Click on Job link
- 3rd. Locate the position you would like to apply. (Review the minimum qualifications to make sure you are qualified).
 - List all of your previous work history
 - Answer all the supplemental questions to the best of your ability
 - The following departments hire laborers:
 - *Street Services
 - Water Utilities
 - **Sanitation Services
 - Public Works and Transportation
 - Equipment and Building Services
 - Park and Recreation
 - Environmental and Health Services
 - Aviation
 - Code Compliance

* Hire Truck Drivers (Must Have a CDL)

**Hire Truck Drivers Must Have a Class “A” CDL)

Assistance with the Application Process

- Come to City Hall to the Civil Service Department, located on the 1st floor or to Human Resources located on the 6th floor.
- Staff will provide guidance in operating the computers for application submission.

Application Process

- Once your application is submitted you may check your application status online.
 - Applications are reviewed for minimum and preferred qualifications.
 - If Minimum & Preferred Qualifications are met you are Placed on the Eligible List which makes you eligible for an interview.
 - When a position becomes available you will be notified of an interview time.

Hiring Process

- There are 3 steps in the Hiring Process
 - First the interview process (one on one interview w/ hiring authority, questions and answers).
 - Second background verification conducted
 - Criminal
 - Motor Vehicle Report
 - Sex Offender Search
 - Social Security Search
 - Third drug/alcohol and physical screening
- The City of Dallas hires new employees consistent with the start of the pay periods which are every two weeks.
- All new hires attend a mandatory New Employee Orientation for the first two days of work.
- After New Employee Orientation employee reports to his/her working location.