



Apply for a City of Dallas Job Through Talent Central

In this document, you will learn how to:

- Access Talent Central
- Search for City of Dallas jobs
- Review job postings
- Create an applicant profile
- Upload a resume
- Complete an application
- Submit an application
- Monitor application status

PURPOSE

Talent Central is the City of Dallas' employment portal that allows applicants to search and apply for open positions and monitor application status.

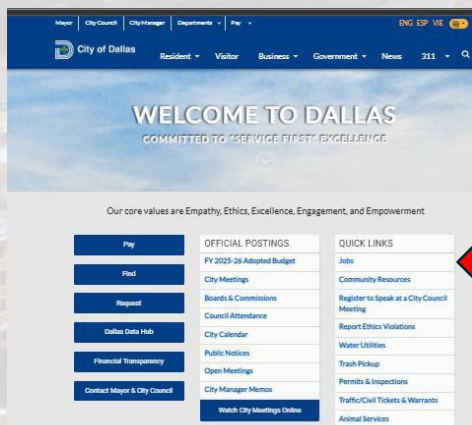
APPLY FOR A JOB THROUGH TALENT CENTRAL

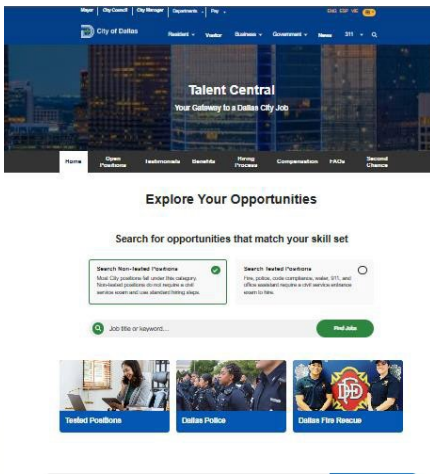
1. Navigate to Talent Central

Open your web browser and go to: <https://www.dallascityhall.com>

a. Select:

Jobs → Talent Central





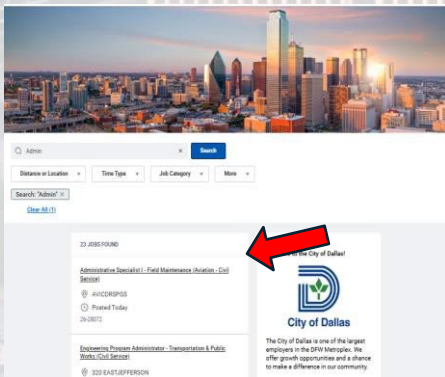
2. Search for Open Positions

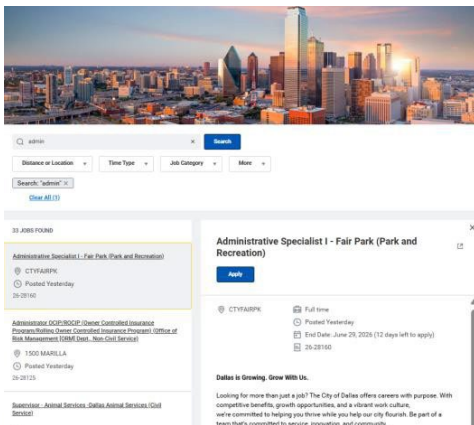
Use the Search Jobs field to locate opportunities.

- ❖ Enter a job title or keyword
- ❖ Select **Find Jobs**

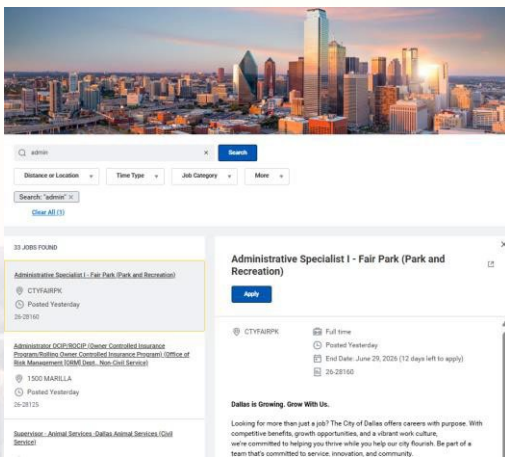


3. Select the Job that you are interested in by clicking the Job Posting Title.





- ❖ To view the job description, minimum qualifications, salary range and application deadline click the small pop-up box.



Administrative Specialist I - Field Maintenance (Aviation - Civil Service)

[Apply](#)

AVICDRSPGS

Full time
 Posted Today
 End Date: June 15, 2026 (13 days left to apply)
 26-28072

Dallas is Growing. Grow With Us.

Looking for more than just a job? The City of Dallas offers careers with purpose. With competitive benefits, growth opportunities, and a vibrant work culture, we're committed to helping you thrive while you help our city flourish. Be part of a team that's committed to service, innovation, and community.

Job Summary

Performs entry-level administrative support or technical program assistance in disseminating information for a variety of functions to include maintaining filing systems, and performing internal administrative support work, accounting, contract development, and accounts payable/receivable. Works under general supervision with moderate latitude for the use of initiative and independent judgement.

Job Description

Overview

The Administrative Specialist I performs entry-level administrative support or technical program assistance in disseminating information for a variety of functions, divisions, or departments.

4. Select Apply

Administrative Specialist I - Field Maintenance (Aviation - Civil Service)

Apply



AVICDRSPGS

Full time

Posted Today

End Date: June 15, 2026 (13 days left to apply)

26-28072

5. After clicking **APPLY**, you will be directed to the “**Start Your Application**” pop-up dialog box.

Choose “**Autofill with Resume**” to upload your resume and have the system parse the details from your resume. If you have a previous Workday account with the City of Dallas, you can choose “**Use My Last Application**” to sign in and use your previous application details. In this example, we will choose “**Apply Manually**”.

×

Start Your Application

Administrative Specialist I - Field Maintenance
(Aviation - Civil Service)

Autofill with Resume

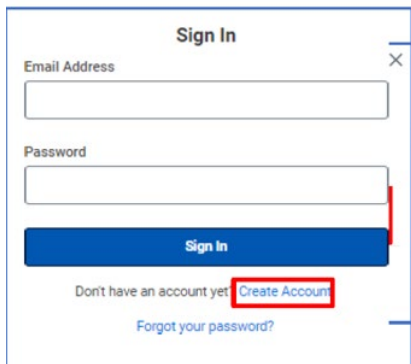
Apply Manually

Use My Last Application

6. Sign In or Create an Account

If you already have an account:

- Enter Email Address
- Enter Password
- Select Sign In



Sign In

Email Address

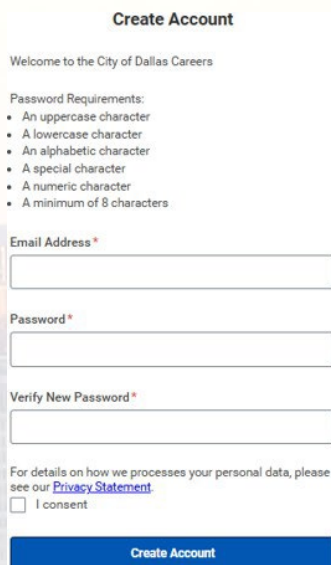
Password

Sign In

Don't have an account yet **Create Account**

[Forgot your password?](#)

- ❖ If you are a new applicant:
 - Select Create Account
 - Complete registration



Create Account

Welcome to the City of Dallas Careers

Password Requirements:

- An uppercase character
- A lowercase character
- An alphabetic character
- A special character
- A numeric character
- A minimum of 8 characters

Email Address *

Password *

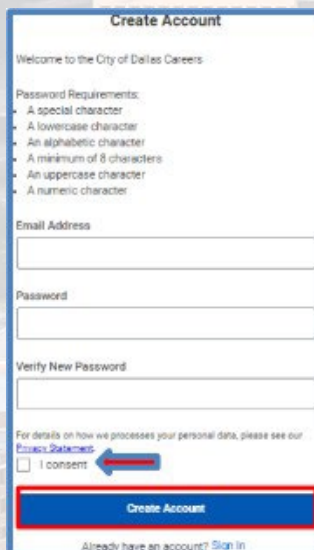
Verify New Password *

For details on how we process your personal data, please see our [Privacy Statement](#).

☐ I consent

Create Account

- ❖ You must select the “I Consent” checkbox to move forward.



Create Account

Welcome to the City of Dallas Careers

Password Requirements:

- A special character
- A lowercase character
- An alphabetic character
- A minimum of 8 characters
- An uppercase character
- A numeric character

Email Address

Password

Verify New Password

For details on how we process your personal data, please see our [Privacy Statement](#).

☐ I consent

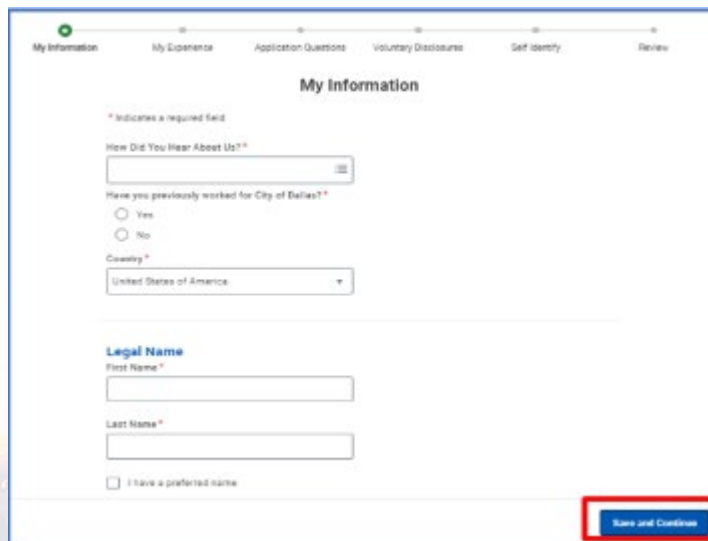
Create Account

Already have an account? [Sign In](#)

7. Complete Application Sections

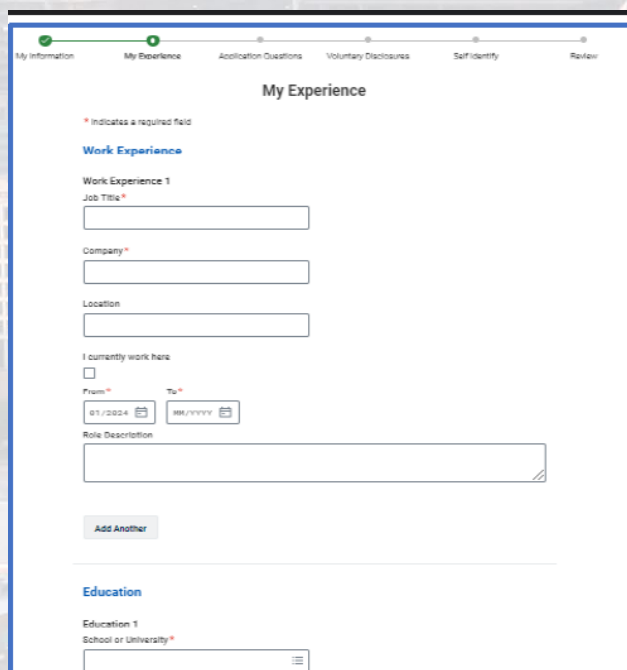
Complete all required sections. Anything with a red asterisk is a required field

- My Information
 - Enter how you heard about the job, your Legal Name, Preferred Name (if applicable), Address, and Phone number. When complete, click Save and Continue to move to the **My Experience** tab.



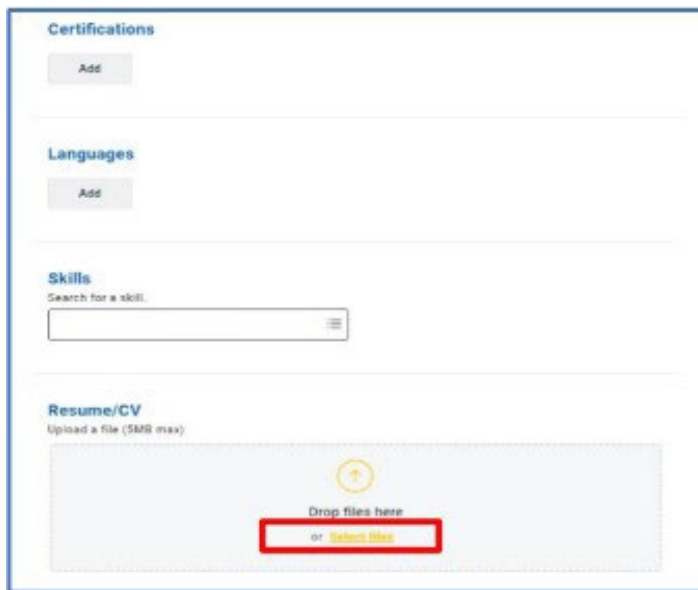
The screenshot shows the 'My Information' section of an application form. At the top, a progress bar indicates the current step. The form includes a legend for required fields (marked with a red asterisk). The 'How Did You Hear About Us?' field is a dropdown menu. Below it, a radio button question asks if the user has previously worked for the City of Dallas. The 'Country' field is a dropdown menu set to 'United States of America'. The 'Legal Name' section has fields for 'First Name' and 'Last Name', and a checkbox for 'I have a preferred name'. A red box highlights the 'Save and Continue' button at the bottom right.

- Enter your Work Experience and Education.



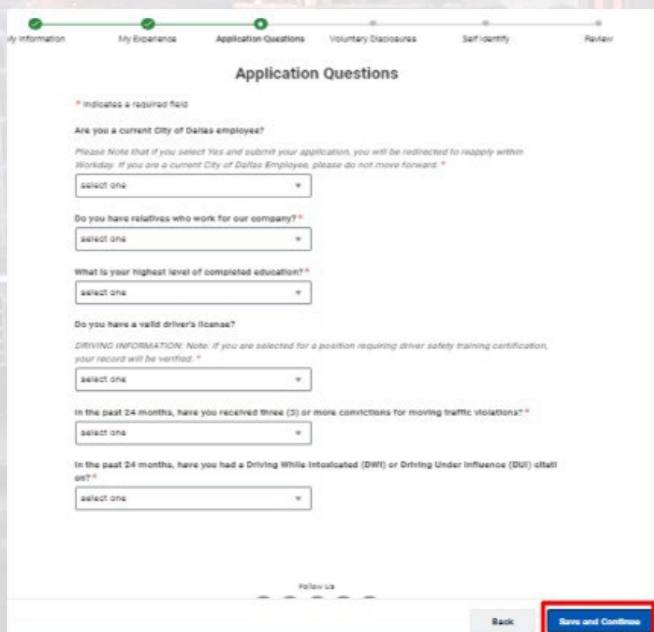
The screenshot shows the 'My Experience' section of the application form. It features a progress bar at the top. The 'Work Experience' section includes a 'Work Experience 1' header, followed by fields for 'Job Title', 'Company', and 'Location'. Below these is a checkbox for 'I currently work here'. The 'From' and 'To' fields are date pickers, with 'From' set to '01/2024'. The 'Role Description' field is a large text area. An 'Add Another' button is located below the role description. The 'Education' section has an 'Education 1' header and a 'School or University' dropdown menu.

- You can also enter any **Languages, Skills or Certifications** that you may have. When complete, click **Save and Continue** to move to the **Application Questions** tab.



The screenshot shows a section of the application form with four sub-sections: **Certifications** with an 'Add' button, **Languages** with an 'Add' button, **Skills** with a search bar labeled 'Search for a skill.', and **Resume/CV** with the instruction 'Upload a file (5MB max)' and a large dashed box containing a circular arrow icon and the text 'Drop files here or [Select files](#)'. A red rectangle highlights the 'Select files' link.

8. On the Application Questions tab, you will be required to answer relevant questions to move forward.



The screenshot shows the 'Application Questions' tab in the application process. It includes a progress bar at the top with steps: My Information, My Experience, Application Questions (active), Voluntary Disclosures, Self-Identify, and Review. The questions are as follows:

- Are you a current City of Dallas employee?
Please Note that if you select Yes and submit your application, you will be redirected to reapply within Workday. If you are a current City of Dallas Employee, please do not move forward. *
select one
- Do you have relatives who work for our company? *
select one
- What is your highest level of completed education? *
select one
- Do you have a valid driver's license?
DRIVING INFORMATION: Note: if you are selected for a position requiring driver safety training certification, your record will be verified. *
select one
- In the past 24 months, have you received three (3) or more convictions for moving traffic violations? *
select one
- In the past 24 months, have you had a Driving While Intoxicated (DWI) or Driving Under Influence (DUI) arrest? *
select one

At the bottom, there is a 'Follow us' section with social media icons and a 'Back' button, and a 'Save and Continue' button highlighted with a red rectangle.

Note: Questions vary based on the Job that you are applying for. When complete, click **Save and Continue** to move to the **Voluntary Disclosures** tab.

Please select your gender.

select one ▼

Terms and Conditions

Notice to Applicant: Once you accept this certification you cannot change the information in your application. You may click on the "Review" link to verify your information. If necessary, you may click on any of the application sections to edit or add to your information before you certify this application.

Certification Statement
By checking the "Accept & Submit" box 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/or 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 & Submit *
☒

9. Complete the **Voluntary Disclosures** section, information regarding **Veteran Status, Ethnicity, and Gender** is voluntary. Review and accept the **Terms and Agreement**, then select **Save and Continue**.

My Information My Experience Application Questions **Voluntary Disclosures** Self Identify Review

Voluntary Disclosures

* Indicates a required field

Section Title Voluntary Personal Information

Completion of this form is entirely voluntary.

Disability Information
City of Dallas is an equal opportunity employer. The value diversity and we are committed to providing equal employment opportunities to all qualified individuals, including those with disabilities. If you require a reasonable accommodation during the application process due to a disability, please let us know. We will work with you to ensure that you have the necessary accommodations to participate fully in the application and interview process. Your request will be kept confidential and will not impact your candidacy.

Veteran Information
City of Dallas is proud to support veterans and is an equal opportunity employer. If you are a veteran and would like to voluntarily disclose your veteran status, please do so by indicating your veteran status in the designated section of the application. Providing this information is entirely voluntary and will not affect your application process or eligibility for employment. Your veteran status will be kept confidential and used solely for affirmative action reporting purposes as required by law.

Please select your Veterans Status.
select one ▼

Please select the ethnicity which most accurately describes how you identify yourself.

- ☐ American Indian or Alaska Native (United States of America)
- ☐ Asian (Not Hispanic or Latino) (United States of America)
- ☐ Black or African American (Not Hispanic or Latino) (United States of America)
- ☐ Hispanic or Latino (United States of America)
- ☐ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) (United States of America)

10. The **Self Identify** section allows applicants to voluntarily self-identify disability status. Completion of this section is optional. When finished, or to skip this section, select **Save and Continue** to proceed to the **Review** section.

My Information My Experience Application Questions Voluntary Disclosures Self Identify Review

Self Identify

* Indicates a required field

Language *
English

Voluntary Self-Identification of Disability

Form
CC-305

OMB Control Number
1250-0005

Expires
04/30/2026

Name

Employee ID (if applicable)

Date
MM/DD/YYYY

Back **Save and Continue**

11. On the **Review** tab, you can review the details of your Job Application by scrolling down.

To edit any section of the application, click back. When complete, click **Submit**.

My Information My Experience Application Questions Voluntary Disclosures Self Identify Review

Review

My Information

How Did You Hear About Us?
Fire Recruiter

Have you previously worked for City of Dallas?
No

Legal Name
Test Candidate?

I have a preferred name
No

Address
123 South Street
Dallas, TX 75208
United States of America

Email
Testcand@noemail.com

Phone
+1 (214) 7898898 (Mobile)

Back **Submit**

* A confirmation message will appear after successful submission.

12. Monitor Application Status

Log into Talent Central at any time to:

- View Submitted Applications
- Monitor Status Updates

- Review Interview Requests
-

⚠ IMPORTANT

- Use a personal email address you check regularly.
 - Upload a current resume.
 - Complete all required fields.
 - Review your application before submitting.
 - Watch your email for interview invitations and status updates.
-

ACCESSIBILITY ASSISTANCE

- If you require accommodation at any point during the application or hiring process, please contact our ADA Manager for support. You may reach us by email at “gary.copeland@dallas.gov” or by phone at 214-670-3247.
- If you prefer, you may also contact Human Resources by phone on 214-671-6947, who will assist you in coordinating any needed accommodations.
- We are committed to providing an inclusive and accessible experience for all candidates.

Revision Date: June 2026