

How to Sign-up for Uniform Promotional Positions

Step 1: Go to www.dallascityhall.com and select “Employment” and “Internal Positions”. In the Announcement box, links are provided to download/print the “Promotional Examination Announcement” and “Calendar”.



The screenshot shows a vertical menu on the left with the following items: HOME, OPEN POSITIONS, INTERNAL POSITIONS, PROFESSIONAL POSITIONS, and EXECUTIVE POSITIONS. To the right of the menu is a section titled "Employment Opportunities" with a list of links: Open Positions, Internal Positions, Professional Positions, Executive Positions, City Attorney Positions, and City Auditor Positions. A red arrow points from the "INTERNAL POSITIONS" menu item to the "Internal Positions" link in the list.

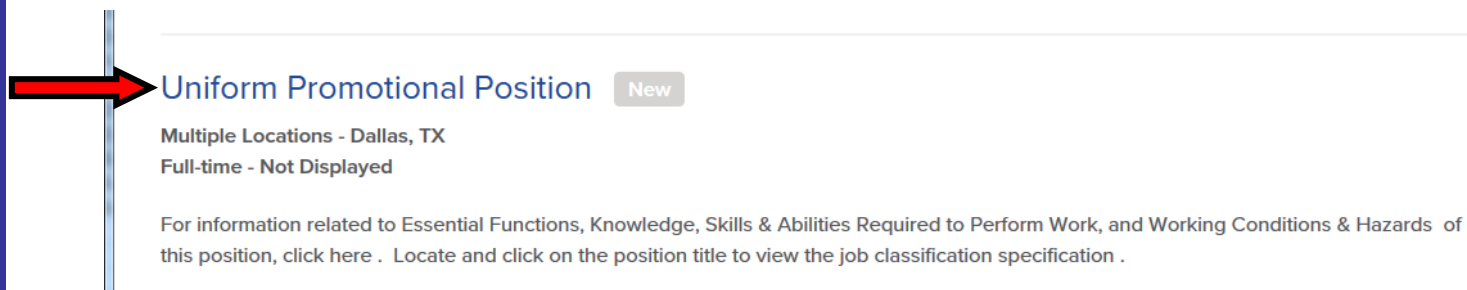
ANNOUNCEMENT

Sign-up for the **Uniform Promotional Position** is now open. Sign-up is available 24x7 via a secure site on the Internet...follow these links for more information:

1. Download and read the **Promotional Examination Announcement** and **Calendar**
2. Download and follow the instructions in the **How To Sign-up** document.
3. Useful links:
Link to log into/create an account in Neogov: [Sign-in NEOGOV](#)
Link to submit an application for the Promotional Exam: [Submit Application](#)
4. Once you have submitted the brief promotional application, **don't forget to log back in and check your Application Status – it should read “Application Received” if you have successfully signed up.**

If you encounter any issues while submitting your application, contact the Civil Service office at 214-670-5915 or in person at 1500 Marilla St., 1C-South. Office hours are 8:15 am – 5:15 pm, Monday – Friday.
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Step 2: Select the [Submit Application](#) link in Step 3 of the Announcement box. Locate and click on the title of the Promotional Position. All promotional positions will be displayed alphabetically.



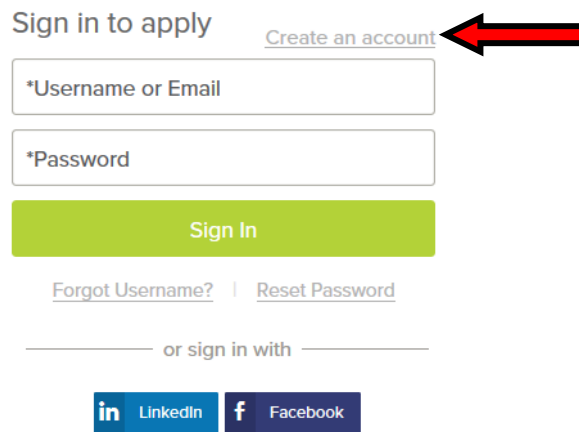
The screenshot shows a job listing for a "Uniform Promotional Position" with a "New" tag. Below the title, it says "Multiple Locations - Dallas, TX" and "Full-time - Not Displayed". A red arrow points to the job title. Below this, there is a link for more information: "For information related to Essential Functions, Knowledge, Skills & Abilities Required to Perform Work, and Working Conditions & Hazards of this position, click here . Locate and click on the position title to view the job classification specification ."

Questions? Contact Civil Service, 214-670-5915, M-F, 8:15 am – 5:15 pm

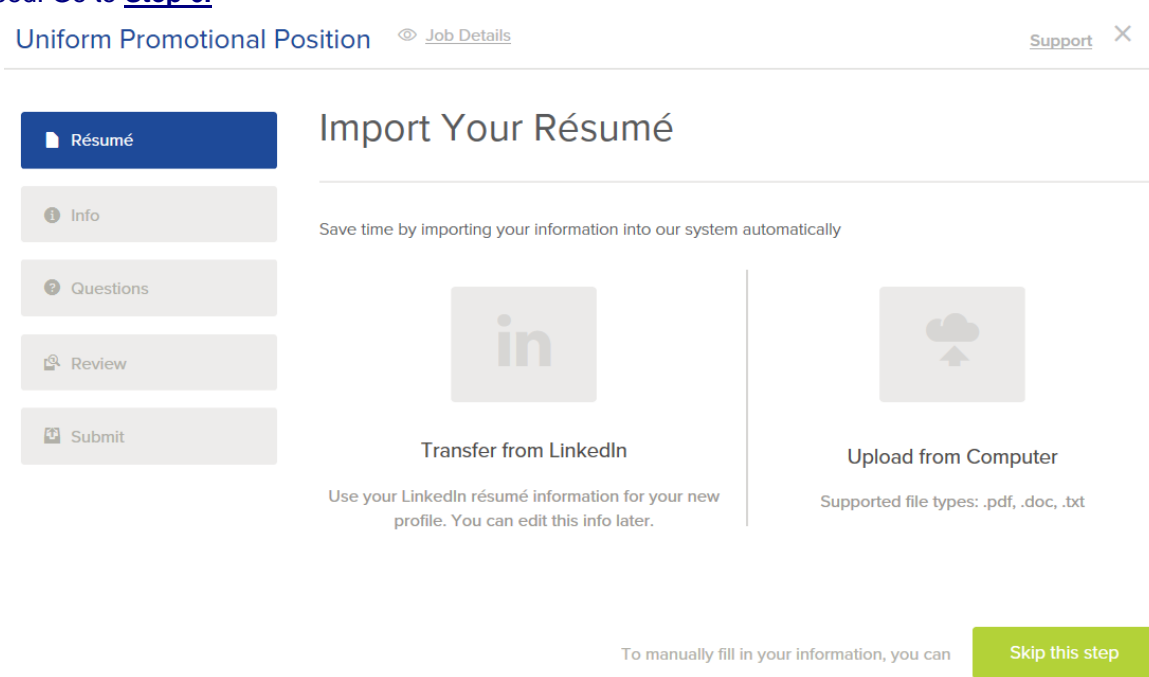
Step 3: On the right-hand side of the page, click on “Apply”.



Step 4a: If you already have a User Account, go to **Step 5**. If you do not have an account, click on the “Create an account” link and enter the requested information.



Step 4b: Once you are logged into the system, the following page will appear. Click on the **Skip this step** button to proceed. Go to **Step 6**.



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Step 5: If you have an existing User Account, enter your **Username** and **Password** and then click on the **Sign In** button. If you cannot remember your Username or Password, click on the “Forgot Username” and/or “Reset Password” links and follow the instructions provided. Once you are logged into the system go to **Step 6**.

Sign in to apply [Create an account](#)

*Username or Email

*Password

Sign In

[Forgot Username?](#) | [Reset Password](#)

or sign in with

[in](#) LinkedIn [f](#) Facebook

Red arrows point to the *Username or Email field, *Password field, Sign In button, and the social media sign-in options.

Step 6 – Contact Information:

- If this is a new account, enter the required information in the “Contact Information” section. When complete, click on the **Save** button.
- If this is an existing account, review your contact information for accuracy. If the information needs to be updated, click the “Edit” link in the top right corner of the box and make the necessary changes. When complete, click on the **Save** button.
- If no changes are needed, go to **Step 7**.

Contact Information

Name [Edit](#)

Cancel Save

Red arrows point to the Edit link and the Save button.

Step 7 – Personal Information:

- If this is a new account, enter the required information in the “Personal Information” section. When complete, click on the **Save** button.
- If this is an existing account, review your personal information for accuracy. If the information needs to be updated, click the “Edit” link in the top right corner of the box and make the necessary changes. When complete, click on the **Save** button.
- If no changes are needed, go to **Step 8**.

Personal Information

Driver's License [Edit](#)

Cancel Save



Red arrows point to the Edit link and the Save button.


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Step 8 – Preferences: The information in the “Preferences” section is not required.

- If this is a new account, you will need to click on the **Save** button *even if you do not enter any information*.
- If this is an existing account, review your preferences information for accuracy. If you wish to update this information, click the “Edit” link in the top right corner of the box and make the necessary changes. When complete, click on the **Save** button.
- If no changes are needed, go to **Step 9**.

Preferences

What is your minimum compensation requirement? Edit  

Cancel Save 

Step 9: Click the **Next** button to proceed.

Next 

Step 10a – Agency Questions (Required): Answer questions 1 and 2.

***01** Are you a current City of Dallas employee?

Yes No

***02** If you answered "yes" to question 1 or 2, what is/was your Employee Number? If not applicable, please put "N/A" in the space below:

Step 10b – Agency Questions (Optional): Questions 3 to 6 are not required. **You may skip these questions.**

03 **OPTIONAL EQUAL OPPORTUNITY QUESTIONNAIRE:** *Note: The following questions are not required. We are interested in finding out how we are doing as an equal opportunity employer and how our applicants are hearing about our openings. The following questions are used for this purpose only. This information is not shared with the hiring authority and will not be used to make any employment decisions. How did you learn about this job?*

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Step 10c: When you have finished, click on the **Proceed to review** button at the bottom of the page.



Proceed to Review

Step 11: On the next screen, review your information for accuracy. If any information needs to be corrected/updated: Click on the “Edit” link for the section that needs to be changed, make the changes and click on the **Save** button. **Once all the information is correct**, click on the **Proceed to Certify and Submit** button at the bottom of the page.



Proceed to Certify and Submit

Step 12: On the next screen, read the **Certification Statement** and click the **Accept & Submit** 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 (i.e. you will not be signed-up for the promotional exam).***

Uniform Promotional Position

[Job Details](#)

[Support](#) X

Info

Questions

Review

Submit

Certify & Submit



Notice to Applicant: Once you accept this certification you cannot change the information in your application. You may click on the 'Review' link 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 & Submit' 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.

Decline

Accept & Submit

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Step 13: Once you accept the statement, a confirmation screen will appear verifying that your application has been received by the City of Dallas. You will also receive an email confirmation from info@governmentjobs.com at the same time.



Application Submitted!

Successfully submitted on 11/11/2016 at 1:45 PM Central

You can check the status of this application by visiting "[Applications](#)" in the main menu bar.



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 14a: Check the status of your application (e.g., Application Received) by clicking on the "Applications" link on the "Application Submitted" page. (See above) OR by clicking the arrow next to your name in the top right-hand corner of the screen and selecting the "Applications" from the menu.

City of Dallas Employment Opportunities

- [Applications](#)
- [Profile](#)
- [Account](#)
- [Sign Out](#)

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SUBMITTED INCOMPLETE

1 Submitted Applications found

[Uniform Promotional Position](#)

City of Dallas, Texas

Applied on 11/11/2016 01:45 PM

Central

[History](#)

Application Received

Questions? Contact Civil Service, 214-670-5915, M-F, 8:15 am – 5:15 pm

Step 14b: If you have successfully submitted your application, you will see the title of the Uniform Rank/Position, the date/time that you applied and the status (Application Received.) **If you do not see the Uniform Rank/Position you are interested in with today's date in the "Applications" section, YOU DID NOT SUBMIT YOUR APPLICATION and YOU ARE NOT SIGNED-UP FOR THE PROMOTIONAL OPPORTUNITY.** You will need to go back through this step process again.

City of Dallas Employment Opportunities

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SUBMITTED INCOMPLETE 1 Submitted Applications found

[Uniform Promotional Position](#)
City of Dallas, Texas

Applied on 11/11/2016 01:45 PM Application Received
Central
[History](#)