



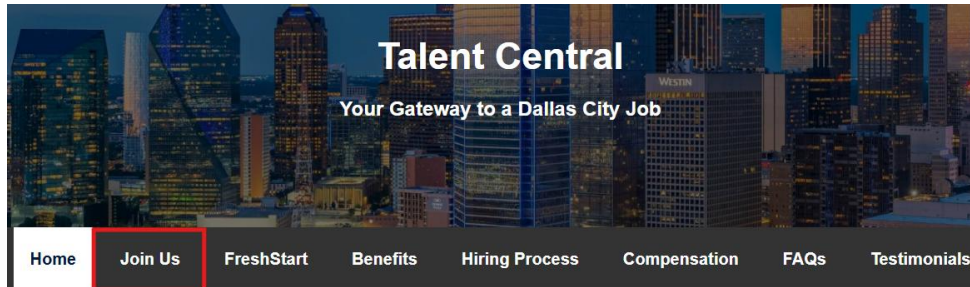
How to Apply Online with the City of Dallas

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 Gmail or Yahoo.)

Step 1: Go to www.dallas.gov/jobs

Or go to www.dallascityhall.com under quick links, click “Jobs”.

Step 2: On the Talent Central home page, you can click “Join Us” to instantly see all civilian jobs, or use the search bar to search for specific jobs.



Explore Your Opportunities

Search for opportunities that match your skill set

[Find Jobs](#)

Step 2 Continued: For non-civilian or specialized roles, scroll down and click on the tiles associated with those positions.

Explore Your Opportunities

Search for opportunities that match your skill set

Q Job title or keyword...

Find Jobs



City Attorney Jobs



Dallas Fire Rescue



Dallas Police

Search for jobs or keywords

Search

Distance or Location ▼ Time Type ▼ Job Category ▼ More ▼

13 JOBS FOUND

Senior Inspector - Plumbing

📍 Southwest Dallas

🕒 Posted 2 Days Ago

24-15046

Police Officer

📍 Downtown Dallas

🕒 Posted 7 Days Ago

24-15045

Welcome

Our growth is creating great opportunities!

Our team is expanding, and we want to hire the most talented people we can. Continued success depends on it! So once you've had a chance to explore our current open positions, apply to the ones you feel suit you best and keep track of both your progress in the selection process, and new postings that might interest you!

Thanks for your interest in working on our team!!

Step 3: You will be directed to the External Career site where you can view posted positions and filter based on your search preferences. You can filter on **Location**, **Time Type**, **Job Category**, and **Job Type**. You can also use the search bar to find jobs based on keywords.

Step 4: Select the Job that you are interested in applying for by clicking on the Job Posting Title. You will now be able to see the full details of the Job, including summary, Job description, experience, skills, and salary range. Review the job posting and click **Apply**.

Senior Inspector - Plumbing

Apply

Job Summary
Inspect difficult and complex construction sites to enforce building, plumbing, mechanical, electrical, and development codes within the City of Dallas.

Job Description
Overview
The Senior Inspector- Plumbing assists, leads, and directs field inspectors performing plumbing, irrigation, gas, and related mechanical inspection and code enforcement. Performs inspection on complex construction sites and provides supervision and leadership for subordinate inspectors.

Essential Functions
1 Leads, supervises, and directs inspection staff performing plumbing, irrigation, gas, and other mechanical inspections for the City; establishes work schedules and effectively delegates work to subordinate staff; ensures all inspections are performed accurately and professionally.
2 Inspects and performs complex evaluations for all plumbing equipment; inspects new and existing buildings; Investigates alleged violations of federal, state, and local codes, ordinances, and regulations; determines violations and appropriate correction measures; determines and communicates methods to achieve conformance and approves alternate methods for compliance.
3 Issues and drafts notices of violation, citations or closures, conducts follow-up inspections to ensure corrections are made; provides project research and information to foster the success of inspectors.
4 Provides information to customers regarding codes and other regulatory requirements; answers telephones and emails while establishing strong communication with other staff and contractors performing work throughout the City buildings; serves as a subject matter expert on related regulatory codes and assists inspectors providing advice and expertise.

Step 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**”.

Step 6: On the sign in screen, you can sign into your existing account or create an account. If you have never created an account, please click **Create Account**.

Sign In

Email Address

Password

Sign In

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

[Forgot your password?](#)

Step 7: On the **Create Account** screen, enter a valid email address and a password that meets the

password rules and click **“Create Account”**. If you already have account, click **“Sign-in”**. 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 processes your personal data, please see our [Privacy Statement](#).

☐ I consent

Create Account

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

Step 8: After creating an account and signing in, you will be prompted to the My Information Tab. On this tab you will need to 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. Anything with a red asterisk is a required field.

My Information

* Indicates a required field

How Did You Hear About Us? *

Have you previously worked for City of Dallas? *

Country *

United States of America

Legal Name

First Name *

Last Name *

☐ I have a preferred name

Save and Continue

Step 9: On the My Experience tab, you will enter your Work Experience and Education. You can also enter any **Languages**, **Skills** or **Certifications** that you may have. If you have a **Resume/CV** or **Social Network URL**, you can also add that information, but it is not required. When complete, click **Save and Continue** to move to the **Application Questions** tab.

My Experience

* Indicates a required field

Work Experience

Work Experience 1

Job Title *

Company *

Location

I currently work here

From * To *

8/1/2024 MM/YYYY

Role Description

Add Another

Education

Education 1

School or University *

You can attach your resume/CV by clicking “Select Files” and choosing the appropriate document from your computer or cloud.

The screenshot shows a form with four 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)'. Below this is a large dashed box containing an upload icon and the text 'Drop files here' and 'or [Select files](#)'. The 'Select files' link is highlighted with a red rectangle.

Step 10: On the Application Questions tab, you will be required to answer relevant questions to move forward with the Job application.

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

The screenshot shows the 'Application Questions' section of the application form. At the top is a progress bar with six steps: 'My Information', 'My Experience', 'Application Questions' (current step), 'Voluntary Disclosures', 'Self Identify', and 'Review'. Below the progress bar is the title 'Application Questions' and a note: '* Indicates a required field'. The questions are: 'Are you a current City of Dallas employee?' (with a dropdown menu), 'Do you have relatives who work for our company?' (with a dropdown menu), 'What is your highest level of completed education?' (with a dropdown menu), 'Do you have a valid driver's license?' (with a dropdown menu), 'In the past 24 months, have you received three (3) or more convictions for moving traffic violations?' (with a dropdown menu), and 'In the past 24 months, have you had a Driving While Intoxicated (DWI) or Driving Under Influence (DUI) citation?' (with a dropdown menu). At the bottom right, there are 'Back' and 'Save and Continue' buttons. The 'Save and Continue' button is highlighted with a red rectangle.

Step 11: On the **Voluntary Disclosures** tab, you will be asked to answer questions regarding **Veteran Status, Ethnicity, and Gender**. None of these items are required, but you are required to check the Terms and Agreement checkbox to **Accept and Submit** in order to proceed. When complete, click **Save and Continue** to move to the **Self Identify** tab.

The screenshot shows the 'Voluntary Disclosures' tab in a multi-step application process. The progress bar at the top indicates that 'My Information', 'My Experience', and 'Application Questions' are completed, while 'Voluntary Disclosures', 'Self Identify', and 'Review' are pending. The 'Voluntary Disclosures' section includes a note that completion is entirely voluntary. It contains two informational sections: 'Disability Information' and 'Veteran Information'. Below these, there is a dropdown menu for 'Please select your Veterans Status.' and a list of checkboxes for 'Please select the ethnicity which most accurately describes how you identify yourself.'.

My Information My Experience Application Questions Voluntary Disclosures Self Identify Review

Voluntary Disclosures

* Indicates a required field

Section Title Voluntary Personal Information

Completion of the form is entirely voluntary.

Disability Information:

City of Dallas is an equal opportunity employer. We value diversity and 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)

This screenshot shows the 'Terms and Conditions' section. It begins with a dropdown menu for 'Please select your gender.' followed by a 'Notice to Applicant' paragraph. Below this is a 'Certification Statement' paragraph. At the bottom, there is a red-bordered box containing the 'Accept & Submit' label with a small yellow checkmark icon next to it.

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 *

✓

Step 12: On the **Self Identify** tab, you can voluntarily self-identify with a Disability. This page is not required and does not have to be completed. When complete or to bypass, click **Save and Continue** to move to the **Review** tab.

The screenshot shows the 'Self Identify' tab in a job application form. At the top, a progress bar indicates the status of various sections: 'My Information' (checked), 'My Experience' (checked), 'Application Questions' (checked), 'Voluntary Disclosures' (checked), 'Self Identify' (active), and 'Review' (pending). The main heading is 'Self Identify'. Below it, a note states '* Indicates a required field'. A 'Language' dropdown menu is set to 'English'. The section 'Voluntary Self-Identification of Disability' includes fields for 'Form' (CC-305), 'OMB Control Number' (1250-0005), 'Expires' (04/30/2026), 'Name' (empty), 'Employee ID (if applicable)' (empty), and 'Date' (MM/DD/YYYY with a calendar icon). At the bottom right, there are two buttons: 'Back' and 'Save and Continue', with the latter highlighted by a red rectangle.

Step 13: 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**.

The screenshot shows the 'Review' tab in a job application form. At the top, a progress bar indicates the status of various sections: 'My Information' (checked), 'My Experience' (checked), 'Application Questions' (checked), 'Voluntary Disclosures' (checked), 'Self Identify' (checked), and 'Review' (active). The main heading is 'Review'. Below it, the section 'My Information' is displayed. It includes the following details: 'How Did You Hear About Us?' (Fire Recruiter), 'Have you previously worked for City of Dallas?' (No), 'Legal Name' (Test Candidate1), 'I have a preferred name' (No), 'Address' (123 South Street, Dallas, TX 75208, United States of America), 'Email' (Testcand@noemail.com), and 'Phone' (+1 (214) 7896698 (Mobile)). At the bottom right, there are two buttons: 'Back' and 'Submit', with the latter highlighted by a red rectangle.

Step 14: Once you click submit, you will receive a pop-up dialog box Congratulating you on your application. The confirms that your application was submitted.



Step 15: To check the Status of your application, click on **Candidate Home** in the upper right corner.



Step 16: When in the Candidate Home, you can access the **My Application** section to check the status of all Job Applications.

My Applications

As we are evaluating your qualifications, we may contact you to provide additional information. In this case, you will receive a notification with instructions. Thank you for your interest in joining our team!

Active (1)Inactive (0)

Job Title	Job Req	My Application Status	Date Submitted	Action
Senior Inspector - Plumbing	24-15046	Application Received	February 7, 2024	***