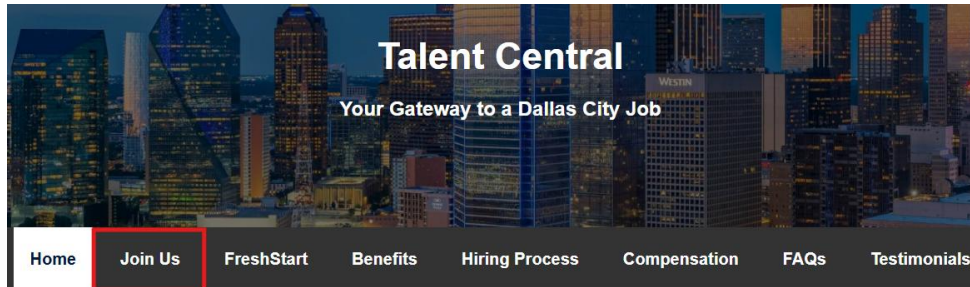# How to Apply Online with the City of Dallas

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.

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

Q 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**.

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**.

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.

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.

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

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.

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.

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.

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**.

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	•••