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.