



APPLICANT INFORMATION

City of Rockwall Applicants,

Before completing the Employment Application on the pages listed below, please take a few minutes to read this page so that you will be better informed about the City of Rockwall's application process. Please be advised that The City of Rockwall is a Drug Free Workplace and all applicants receiving a contingent offer of employee will be drug tested.

Applicants needing assistance during any phase of the application, interview or employment process will need to contact a Human Resources Representative. Every reasonable effort will be made to accommodate your needs in a timely manner.

What do I need to know about completing an application? You must meet the minimum requirements for a position to complete an application and apply for that position. All questions must be answered completely and accurately. Do **NOT** write ***See Attached Resume*** anywhere on the application or your application will not be further considered. Any gaps in employment must be explained on your application.

Please note: Resumes must be submitted with an application and will **NOT** be accepted with personal information (i.e., nationality, race, age, family status, or hobbies, etc.)

How are vacancies advertised? Job openings are posted at City Hall on the public bulletin board, city's website at www.rockwall.com, Job Line at 972-771-7710 and may also be posted in newspapers, trade journals and professional association newsletters, as necessary.

How frequently are new jobs advertised? The job openings and Job Line are updated when a position becomes vacant or a new position has been approved.

What is the deadline for submitting my application? A deadline is established for most positions advertised. All applications must be submitted to the Human Resources office on or before the closing date. Applications submitted after the closing date and time will not be considered.

What happens to my application after I leave it in the Human Resources office? All applications for a current vacancy are reviewed by Human Resources to determine if the application meets minimum qualifications required for the position. If the application does not clearly indicate the required minimum qualifications, no further processing occurs. If it does meet minimum requirements it is then forwarded to the hiring supervisor.

Will I be called about the status of my application? Only those applicants who are selected for an interview will be contacted.

If my application is selected for an interview, how long does it take after I submit my application before I am called? The length of time depends on how long it is necessary to advertise the vacancy, the number of applicants to review and the time required to review the applications by the Department.

What happens after the department interviews me and a conditional offer of employment is made? If a conditional offer of employment is made, you will be contacted to complete Post Offer paperwork, which includes a medical/physical examination, drug-screening and any other necessary testing directly related to the position. Additional testing of job-related skills may be required prior to employment as well.

Other conditions of employment may be required before you are ready to report for work. Documents will be required in order to prove "Right to Work" (I-9). We may use E-Verify to verify employment eligibility.

Please contact a Human Resource Representative at 972-771-7700 if you have any questions

THE CITY OF ROCKWALL IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER