

City Of Tyler

An Equal Opportunity Employer

Application Procedures

PLEASE REVIEW THE FOLLOWING INFORMATION PRIOR TO COMPLETING YOUR APPLICATION.

1. Follow the instructions on the Employment Application. Applications are accepted for posted positions. You may apply for more than one position at a time however a completed application must be submitted for each position for which you apply. If you are applying for a position that requires a typing test you must submit a copy of the typing test, dated within the last year, when the application is submitted. If applying on –line you may attach a copy of the typing test. A typing test can be taken at the East Texas Workforce Center at 4100 Troup Hwy or from a staffing agency. If assistance is required, either in filling out the application or special accommodations please consult the Human Resources Department (903-531-1112).
2. Qualifications given in the job description posted on the job line, bulletin board, channel 3 and website (www.cityoftyler.org) represent only the minimum qualifications necessary to perform the essential functions of the job. Interview preference is given to the most qualified applicants, who may possess more specific education and/or experience than is given in a particular job description.
3. You may submit your application in person at the Human Resources Department at 212 N. Bonner, by mail to P.O. Box 2039 Tyler, Texas 75710 or you may fill out an on-line application at www.cityoftyler.org. The application should clearly describe how you meet the minimum requirements (education, experience, knowledge, skills and abilities) listed on the job posting. Resumes and attachments will be accepted, however, all questions on the application must be completed.
4. Your application will not be referred to the hiring department if you do not meet the minimum qualifications for the position, or if you fail to indicate such on your application. Incomplete applications will not be processed.
5. If you do possess the minimum qualifications your application will be referred to the hiring supervisor who will review the application. If you are selected for a personal interview, the hiring supervisor will contact you.
6. If selected for employment, all information listed on the application and/or resume is subject to verification. A false statement or omission may result in disqualification for employment or discharge, if employed. After a conditional offer of employment, a background check, drug/alcohol and/or work fitness test will be required prior to a confirmed offer of employment and beginning work.
7. Your employment with the City of Tyler is at will.

THE CITY OF TYLER IS AN EQUAL OPPORTUNITY EMPLOYER AND SHALL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF AGE, SEX, MARITAL STATUS, NATIONAL ORIGIN, RELIGION, RACE OR HANDICAP OR OTHER PROTECTED GROUPS UNDER FEDERAL, STATE OR LOCAL LAW.

The City of Tyler supports a policy of a drug and alcohol free workplace.