

Application Process – Frequently Asked Questions

If you have specific questions concerning our application process that are not answered here, please contact us at 817.222.7742.

Q. How can I find out about job opportunities with the City of Haltom City and get an application?

A. Job opportunities are posted on the bulletin board in City Hall, located at 5024 Broadway Avenue; on our website www.haltomcitytx.com; or by calling the 24-hour job line at 817-222-7738. Job listings are updated on a weekly basis. An application can be obtained from Human Resources, or downloaded from our website. The application cannot be completed or submitted online but can be printed, and then submitted to the City.

Q. How do I submit my application?

A. Applications can be submitted in person, through the mail to Human Resources or by faxing them to 817-222-7740. A resume can be submitted along with the application but the application must be completed in its entirety. Please be sure to indicate which position you are applying for in order to be considered.

Q: What jobs can I apply for?

A: Applications are accepted only for positions that are currently posted and may be submitted until 5:00 p.m. on the closing date or each Friday after the closing date. Most positions have specified minimum qualifications and only those candidates that meet the minimum qualifications will be considered.

Q. What does the closing date mean on the postings?

A. The closing date is the earliest date that the position can close. If the closing date has past, the position is subject to close each Friday after the closing date. Positions are posted until a sufficient pool of qualified candidates is received or the department makes a selection.

Q: How long can I expect to wait to be contacted after submitting an application?

A. It takes a minimum of two weeks for applications to be processed. Only those candidates that are being considered will be contacted by the City. Some hiring supervisors take several weeks to select applicants for interviews. Due to the volume of applications received, Human Resources staff is unable to respond to candidates regarding the status of their applications and/or verify receipt of faxes.

Q: Can I apply for more than one job?

A: Yes, you may apply for as many open jobs as you wish, but a separate application is required for each job. Also, the job for which you are applying should be indicated on each application.

Q. I keep applying for jobs but have not been contacted by anyone; what can I do to get hired?

A. The expense to hire an employee is costly so candidates are screened for numerous factors and one of the screening factors used is an applicant's work history. Candidates that have changed jobs frequently may be eliminated from consideration. For example, a candidate that worked for 3 different employers in a five-year time span would in all likelihood be eliminated from consideration based upon work history.

Q: Is my application for employment kept on file?

A: Applications are kept with each vacancy in accordance with our records destruction schedule but you must re-apply for any position in which you are interested.

Q: Will I have to complete any testing for positions with the City of Haltom City?

A: Skills testing may be administered for certain non-sworn positions; all sworn positions require entry-level testing. Applicants selected for testing will be contacted by Human Resources or the hiring supervisor regarding dates and times. All candidates will be subject to testing if a conditional offer of employment is made to determine ability to perform the position.