

SELECTION PROCESS

The City of Rockwall relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. It is necessary that the candidate provide on the Application for Employment the last ten years of previous experience. An applicant shall be disqualified from consideration for employment, or if the person has been hired, employment will be terminated for the following reasons:

1. Any misrepresentations, falsifications, or material omissions.
2. Does not meet the qualifications necessary to perform the essential functions of the job.
3. Has committed or attempted to commit a fraudulent act at any stage of the selection process.
4. Is an alien not legally permitted to work in this Country.

Resumes: Resumes will only be accepted after an application has been submitted for official consideration. A resume will not be accepted with the following information: photos, personal information such as family information, hobbies, national origin, race, color, creed, sex, religion, sexual orientation, age, or disability. Resumes will only be accepted with name, address, phone number, education (do not specify year graduated), work history, references, and skills.

The Human Resources department shall determine the most appropriate means of evaluating applicants against job requirements to identify the best qualified candidate. Reference checks, interviews, medical examinations, background checks, performance tests, written tests, and/or other screening procedures may be used as appropriate for the specific job.

Applicants shall be required to provide any information and undergo any examinations necessary to demonstrate compliance with prescribed qualification requirements for the positions involved.