

## **Human Resources Frequently Asked Questions**

**Q: What positions are open and where do I get an application?**

A: Applications are available at City Hall, 10 N. Robinson Street Cleburne, TX 76033. You can also print the online application and mail it to City of Cleburne Human Resources Dept., P.O. Box 677, Cleburne, TX 76033 or fax it to 817-556-8803. You may also access the City's web-site at the Public Library.

**Q: What are the qualifications for becoming a Police officer or Firefighter?**

A: Minimum qualifications are listed on the city's website when positions are posted and available. The City of Cleburne is a Civil Service community and is subject to State law (Local Govt. Code, Chapter 143). An entrance exam is given annually. Please contact Human Resources if you are interested in registering for the next exam.

**Q. Can I e-mail my application and resume?**

A. You are welcome to save a blank application (with a new name) on your computer, complete it, and then email it to [hr@cleburne.net](mailto:hr@cleburne.net). If you are contacted for an interview, you will need to come into the office to sign the application prior to the interview. It is recommended that you follow-up with a phone call after emailing an application to verify it arrived. Confirmation inquiries should be directed to 817-645-0945 or 817-645-0915.

**Q: If I meet minimum qualifications, will I be interviewed?**

A: Interviews are not automatic. Human Resources representatives and Managers work together to determine who will be interviewed. Preference will be given to applicants who possess more specific education and/or experience.

**Q: What is the minimum age to work for the City?**

A: 16 years.

**Q: Should I turn in anything with my application?**

A: If you have a resume, you may submit it with your application, but the resume can not take the place of a completed application.

**Q: What jobs can I apply for?**

A: Applications are accepted only for positions that are currently open. Human Resources may screen applications for experience, criminal history, clear driving records, etc. before applicants are interviewed.

**Q. If I'm not interviewed or hired, will you keep my application or resume on file?**

A. Applications are considered only for the specific job open at the time you submit it. If you are interested in more than one position or a position that comes open at a later date, a new application must be submitted.

**Q. What happens if I just send in a resume for your reference in case there's a job opening meeting my qualifications?**

A. Unfortunately, due to the high volume of applications/resumes received, we can accept applications/resumes only for current openings. Unsolicited resumes/applications are not maintained in our files.