

Dallas County
Human Resources/Civil Service
Request for Salary Analysis

Compensation Division
Phone: (214) 653-6067
Fax: (214) 653-7608

Date Submitted _____

Department Name _____ Office Phone Number _____

Department Representative _____ Office Email Address _____

To expedite the hiring of this applicant, please complete the following information. This form should be accompanied by the background release form and any related materials which will expedite the background check process (transcripts, certifications, 1099s, etc.)

Reason for Salary Analysis (check one)

New Hire Promotion Demotion Lateral Rehire Other

Applicant Name _____ Employee Number _____

Position Title _____ Position # _____ Grade _____ Requisition # _____

Minimum Requirements

Applicant's Qualifications

Education _____

Experience _____

License(s) _____

Other _____

reference: Dallas County Code Section 86-351 – Employment Background Verification Policy

- A pre-employment background check will be conducted on applicants (external and internal) for whom this form is completed, including applicant employees considered for promotion, moved to safety-sensitive positions, or transferred to positions requiring drivers licenses, unless background checks have been completed within the past twelve months.
- Return of a salary analysis worksheet does not confirm that the background check has been completed. HR strongly encourages departments to delay job offers until information is verified.
- The background check vendor may contact the applicant to verify or clarify information contained on the application.

If applicable, please provide the following information:

Current Salary _____ Current Grade _____

Additional information _____

Department Representative Signature