



City of Phoenix

PRE-EMPLOYMENT INFORMATION



PRE-EMPLOYMENT SCREENING: The City of Phoenix conducts pre-employment screening for all positions. This may include a drug screening, criminal background check, verification of work history, academic credentials, licenses, personal references, and/or certifications. Other screenings may be conducted based on the level of responsibility and/or access, and requirements of the position or the department.



DRIVING POSITIONS: For positions requiring the use of personal or City vehicles on City business, individuals must be physically capable of operating the vehicles safely, possess an appropriate valid Arizona driver's license, possess personal insurance coverage, and have an acceptable driving record.

Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.



For positions requiring a CDL (Commercial Driver's License): applicants will be required to pass an Arizona Department of Transportation (ADOT) medical examination and possess a valid license. Applicants are responsible for all testing costs. As a condition of continued employment, employees in CDL positions will be subject to unannounced alcohol and drug testing, as required by law.