

## **RULE 8 - EMPLOYMENT APPLICATIONS**

### **Section 1. Fair Employment**

- A. No question in any test, or in any application form, or in any interview shall be so designed as to attempt to elicit information concerning race, color, ancestry, national origin, sex, marital status, political, or religious opinions or affiliations of an applicant.
- B. No appointment to, or removal from, any position of the City service shall be influenced in any manner by any considerations of race, color, ancestry, national origin, sex, marital status, political or religious opinion or affiliation. Additionally, any consideration of age other than that required by law is prohibited.

### **Section 2. Announcement**

- A. Vacancies for positions for which recruitment is taking place in the classified service shall be publicized by posting announcements on the official bulletin board(s) designated by the Human Resources Director. This posting will be for not less than 5 continuous workdays. Open-competitive recruitment is not required for unclassified positions and such positions do not need to be filled from employment registers or hiring lists.
- B. As deemed appropriate by the Human Resources Director, other methods of publicizing may be used. If publicizing is also done by advertising in a newspaper, then a one-time insertion of the announcement in a newspaper of general circulation in the City shall be sufficient.
- C. The announcement shall specify the title and salary of the class; the nature of the work to be performed; the qualifications required and preferred for the performance of the work; the manner of making application; and other pertinent information.

### **Section 3. Application Forms**

- A. Applicants for City employment shall make application on forms provided by the Human Resources Office or in a manner specified by Human Resources. The application shall include complete information relating to experience, training, residence and other necessary qualification information. The Human Resources Director will use the information to determine whether the applicant is eligible to take an examination or be considered further for a given class of employment.
- B. Completed application forms, including resumes and other documents and correspondence, shall become the property of the City and shall not be returned to applicants.

#### **Section 4. Special Requirements**

The City may require certain positions to meet specific standards, preferences and/or special experience and training as determined by the Human Resources Director in lieu of or in addition to the class specification.

#### **Section 5. Disqualifications**

- A. The Human Resources Director may reject any application which indicates that the applicant does not possess the qualifications required for the position. Applications may also be rejected if the applicant is physically or mentally unable to perform the essential duties of the position with or without reasonable accommodation; has been previously dismissed from the City; had an unsatisfactory performance rating at the time of separation or resignation from City employment; has failed any required drug or alcohol screening ; has been found to have significant adverse background information; has made any misstatements of any material fact; is receiving pension benefits under a retirement plan of the City which prohibits employment in the position for which application was made; has practiced any deception or fraud regarding the application; or has been convicted of a crime which is detrimental to the conduct of business in the position for which applying or which involves moral turpitude.
- B. Incomplete applications may be returned to the applicant with notice to amend the same. Failure to submit the application within the time limit prescribed by the Human Resources Director may be cause for disqualification.
- C. Failure to accurately and fully complete the application form , any supplement, and any other information requested by the City may be reason for disqualification .

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