

REQUEST TO DISQUALIFY

This form is to be used to request that a candidate be disqualified from a register or from a certification list pursuant to Rule 9.5 of the Rules and Regulations.

Name of Candidate: _____	
Name of Register: _____	
Certification #: _____	Jurisdiction: _____
Rule/Paragraph To Be Applied: _____	
Appointing Authority Signature: _____	Date: _____

Statement Justifying Request to Disqualify: _____

If this request is to disqualify based on 9.5(d), 9.5(e), or 9.5(f), please check here to certify that supporting documentation is on file in the jurisdiction.

NOTE: The above statement must be sufficient to allow the Personnel Board of Jefferson County to make a determination of disqualification. A letter indicating contemplation of disqualification will be sent to the candidate by U.S. Mail. The candidate may respond within ten (10) business days, during which time his or her name will remain on the register/certification list as active. Names are removed only after a final decision has been rendered by the Personnel Director. Additional documentation may be required if it is deemed necessary in order to render a final decision. Neither NCIC records nor medical records should be forwarded to the Personnel Board. These records should be maintained by the requesting jurisdiction.

9.5 DISQUALIFICATION

Upon the Director's own initiative, or upon the written request of an Appointing Authority supported by appropriate documentation, the Director may declare an Applicant ineligible for recruitment and/or examination, for any one or more of the following reasons:

- a. Failure to meet the minimum qualifications for the Class for which the Applicant has submitted an application;
- b. An unsatisfactory employment record that demonstrates unsuitability for employment in the Classified Service or in the particular Class in question (including, but not limited to, any separation from the Classified Service other than in Good Standing);
- c. Any false statement, deception, fraud, or material omission in the Applicant's application, examination, or medical history;
- d. Current use of illegal drugs or abuse of alcohol, if the Applicant or Eligible Candidate is not currently participating in a supervised rehabilitation program;
- e. Conviction of a felony under state or federal law;
- f. Conviction of any crime involving infamous or disgraceful conduct;
- g. An unsatisfactory driving record as evidenced by a pattern, frequency and/or severity of traffic violations, where driving is an essential function of the job applied for;
- h. Failure to respond to any official notice from the Director or an Appointing Authority;
- i. If the Applicant exceeds the maximum age prescribed for the Class where age is a bona fide occupational qualification;
- j. If the Applicant was, at the time he or she submitted the application, employed by an Appointing Authority in the Class for which the examination is to be given;
- k. Failure to attend or complete all components of the prescribed selection procedure, including any candidate orientation session(s);
- l. Commission of any act prohibited by Rule 9.14; or
- m. Any other good cause consistent with the intent and spirit of the Act.

The Director shall provide timely written or electronic notification to any applicant disqualified from examination. An Applicant who is disqualified from examination may appeal in accordance with Rule 9.12(a).