

**RULE III**  
**APPLICATIONS**

1. An applicant for a position of any kind under civil service must be a citizen of the United States of America, ~~or, in the case of positions in the fire department,~~ a permanent resident alien under the United States Immigration Act. **REVISED/ADOPTED 12/20/884/17/2018**
2. All applications shall be on a prescribed form. The applicant's signature shall certify the truth of stated information. The application shall include information deemed necessary by the Commission. No information shall be solicited which reveals religious, political affiliation, race, sex or national origin.
3. Only those applications filed with the Secretary-Examiner by the date specified in the examination notice need be considered for the examination.
  1. The Secretary-Examiner may refuse to examine an applicant if:
    - a. He is found to lack any of the requirements established for the class
    - b. He is so disabled as to be rendered unfit to perform the duties of the class
    - c. He is addicted to the use of narcotics or the habitual use of intoxicating liquors to excess
    - d. He has been convicted of any felony or misdemeanor involving moral turpitude
    - e. He has made a false statement in his application
    - f. He has previously been dismissed from private or public service for delinquency, misconduct, inability to do similar work, or any other such cause.
    - g. He has used, or attempted to use, pressure or bribery to secure an advantage in the examination or appointment
    - h. He has directly or indirectly obtained information regarding examinations to which he was not entitled
    - i. He has otherwise violated provisions of these Rules
    - j. He has taken part in the compilation, administration or correction of the examination.

A disqualified application of an applicant who is not admitted to an examination shall be promptly notified by mail to his last known address. Within ten (10) days of notice of rejection, the applicant may request a hearing by the Commission appealing the rejection of his application. The hearing date will be scheduled within thirty (30) days following receipt of the request. The applicant shall be notified of the hearing date and place at least ten (10) calendar days in advance of the hearing date. The applicant shall be notified of the Commission's decision within five (5) calendar days following the hearing.