



## PERSONNEL POLICY 5

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### APPLICATIONS AND APPLICANTS

**Effective Date:** May 3, 2012

SECTION 1. Announcement: All positions other than temporary shall be publicized by internal posting for existing employees, advertisement in a newspaper of local circulation, and by posting announcements in the Town Hall on official bulletin boards. The announcements shall specify the title of the position, the manner of making application, salary range, and other pertinent information. The announcement shall contain a closing date for receipt of applications as may be determined by the Town Manager, (or designee). The application deadline may be extended by the Town Manager, (or designee).

SECTION 2. Application Forms: Application forms may require information covering training, work experience, other pertinent personal and employment information, and employment references. All applications must be signed by the person submitting the application. The employment process may require that applicants submit to fingerprinting, background investigations, or pre-employment drug testing as defined in the "Drug-Free Workplace Policy" (see POLICY 23). Applicants may have to provide information required by Federal or State mandates.

As stated in the employment application, if they are eventually hired by the Town of Oro Valley, applicants found to have willfully falsified their qualifications or any aspect of their employment application will be subject to disciplinary action up to, and including termination of their eventual employment.

SECTION 3. Disqualification: The Town may reject any application which indicates that the applicant does not possess the minimum qualifications required for the position.