

7. APPLICATIONS AND APPLICANTS

7.01 GENERAL REQUIREMENTS FOR FILING APPLICATIONS

- a. All applicants for examinations for positions in the classified Civil Service must submit an application on a form prescribed by the Secretary; and no one shall be admitted to any examination without having first filed an application on the proper form, giving fully, truthfully, and accurately all information required.
- b. In order to submit an application for examination, the applicant must produce evidence of education, training, experience, or any lawful requirement for a class, as directed by the Secretary.
- c. Time for filing applications:
 - (1) All applications for examination shall be filed with the Secretary ~~during office hours~~ and within the time limit fixed in the official announcement of examination; provided, that upon written evidence of extenuating circumstances acceptable to the Secretary, late applications may be accepted. The Secretary may designate in the official bulletin, that applications must be received ~~in the office of the Commission~~ on or before the closing date. ~~When no such designation is made, applications received by mail and postmarked on or before the closing date will be accepted as timely. When directed by the Secretary, resumes or applications transmitted by facsimile may be accepted as meeting the filing deadline for the examination; however, a~~ county application ~~form~~ must be submitted prior to participation in the examination.
 - (2) The time for filing applications may be extended by the Secretary as the needs of the service require; provided, that the examination shall then be re-advertised in the official newspaper of the citycounty.

7.03 APPLICATIONS FOR PROMOTIONAL EXAMINATIONS

- a. An application shall be accepted from any regularly appointed employee in the classes from which promotion is allowed who, in addition to meeting the requirements of section 7.01, has the requisite service credit with the department as designated in the official bulletin and has completed the probationary period.

7.05 SPECIAL REQUIREMENTS

- a. The Secretary may prescribe such limits and such other specific requirements, physical or otherwise, as in the Secretary's judgment are required by and related to the position or pre-employment examinations.
- b. When designated on the official bulletins, the Secretary may permit filing by an applicant not more than six months under the specified minimum age on an open examination and not more than three months under the specified experience on a promotional examination. Probationers must successfully complete the probation period by the last day for accepting applications, in order to be eligible for promotional examinations. A successful candidate will have delayed eligibility until the required minimum age or experience is attained.

7.07 REJECTION OF APPLICATION OR ELIGIBLE. The Secretary may reject an applicant for examination, withhold from a register or from certification the name of an eligible, or remove from a register the name of an eligible if the applicant or eligible:

- a. Does not meet the requirements set forth in these rules or in the bulletin announcing the examination;
- b. Is physically or mentally unable to perform all of the essential functions of the position sought with or without reasonable accommodation, as applicable under federal and state law;
- c. Has been convicted of any felony or a misdemeanor involving moral turpitude (see Chapter 9.96a RCW);
- d. Has been dismissed or has resigned in lieu of discharge from any position, public or private, for any cause which would be a cause for dismissal from County service; or has an unsatisfactory record of employment in the County service, or with any other agency or firm;
- e. Has made any material false statement or has attempted any deception or fraud in connection with this or any other civil service examination;
- f. After notification, did not promptly appear at the time and place designated for the examination or any other appearance required in conjunction with the examination, certification or appointment process.
- g. Has assisted in preparing the examination for which application is sought, or has in any other manner secured confidential information concerning such examination which might give an unfair advantage over other applicants in the examination;
- h. Has been discharged from the Armed Forces under dishonorable conditions.
- i. Such actions contemplated by this rule may also be taken for other material reasons.

7.09 DEBARMENT FROM EMPLOYMENT

- a. No one who has been dismissed from the service for cause involving moral turpitude shall be allowed to again enter the service, and anyone dismissed for other good cause shall be allowed to again enter the service only by express consent of the Secretary and the appointing authority, subject to review by the Civil Service Commission.
 - (1) Candidates, who have committed a detected or undetected misdemeanor while employed in *non-sworn* law enforcement or related law enforcement environments, will not be automatically disqualified and shall be considered for employment provided that no further incidents have occurred within the last ten (10) years from the date of the original incident.

- b. Any applicant for appointment, promotion, reemployment, increase of salary, or other personal advantage, who shall directly or indirectly pay or promise to pay any money or other valuable thing to anyone whatever for or on account of such actual or prospective advantage, shall be ineligible for any further employment in the Civil Service.
- 7.11 NOTICE OF NON-ACCEPTANCE. Anyone against whom action is taken under this chapter ~~shall be notified. has the ability to check their application status through the online applicant tracking system. promptly by the Civil Service Department of the reasons therefore by either oral notice and/or written notice mailed to the applicant or eligible. When oral notice is given, the follow up written confirmation must include the date and time of oral notice.~~
- 7.13 ADMISSION TO EXAMINATION PENDING APPEAL. At the discretion of the Secretary, an applicant whose application was not accepted may be admitted to the examination pending final disposition of an appeal, such admission to be without prejudice to either the County or the applicant.
- 7.15 AMENDMENT OF APPLICATION. At the discretion of the Secretary, an applicant may be permitted to amend or add to his/her application after acceptance.
- 7.17 APPLICATIONS NOT RETURNED. All applications when completed and filed become the property of the Commission and thereafter may not be returned to the applicant.