
application process.

- D. Failure to attest to the accuracy of information presented on the application form.
- E. Failure to submit an application within the announcement period (with exception of 904.106B and 904.106C).

When such finding is made, the Director of Education/ Superintendent shall reject the application and promptly notify the applicant of such action.

904.109 Notification of Rejection of Applicants

- A. A rejected applicant shall be notified promptly of such action and the reasons for rejection within 10 work days of the rejection.
- B. Whenever an application has been rejected prior to a scheduled examination (assembled), notice thereof, with the reason or reasons for such rejection, shall be given in sufficient time to permit the applicant to respond in writing, or to amend an incomplete or defective application at least three days before the date of the examination. If insufficient time is available for this purpose, the applicant may be admitted to the examination with the condition that the applicant shall not be certified as eligible until all the established requirements for eligibility are met.

904.200 EXAMINATIONS

904.201 Scope and Character of Examinations

- A. Competitive examinations shall be held for original appointments and promotions and shall be job-related in nature and designed to reveal the capacity and fitness of the applicant to satisfactorily perform the characteristic duties of the class or position for which the examination is held.
- B. Any accepted personnel examining technique may be used, including a verification and evaluation of education, training and experience; tests of knowledge, skill, ability, intelligence

or aptitude; medical examinations, appraisals of personal suitability; and any other matter that the Director of Education/Superintendent deems appropriate.

- C. All examinations shall be either or both:
1. Assembled, wherein the applicants assemble in a designated place at a specified time to take written, oral or performance tests pertinent to the position(s) sought; or
 2. Unassembled, wherein interested persons responding to an examination announcement, submit to designated places and by designated times, their records of education, training, experience, and such other information as requested in the announcement to be evaluated and rated by a qualified analyst or by a board of rating examiners.

904.202 Parts of Examination

- A. The parts of total examination may consist, in various combinations, of such selection devices as work sample and performance tests, written tests, individual or group oral examinations, assessment center exams, medical examinations, rating of training and experience, and background and reference inquiries. Examination parts will be appropriately weighed.
- B. An applicant for any examination must pass all parts of that examination in order to qualify for appointment to a position.

904.203 Education and Experience

If education and experience form a part of the total examination, the Director of Education/Superintendent shall determine a procedure for the evaluation of the education and experience qualifications of the various applicants. The formula used in appraisal shall give regard to recency and quality, as well as quantity of experience and to the pertinency of the education. This procedure should allow for the substitution of education for experience, and experience for education within the limits stated in the class specifications.