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- A. Job announcements shall be posted for at least 10 working days.
 - B. The Director of Education/Superintendent may post job announcements on a continuous basis. Notice of the final closing of such announcement shall be sent to the departments and agencies for posting at least one week prior to the final closing date for receipt of applications.
 - C. The Director of Education/Superintendent may extend the period for receipt of applications. Announcement of such extension shall be disseminated to departments and agencies for posting.

904.105 The Application Form

- A. The Director of Education/Superintendent shall prescribe a form to be used by applicants which shall require information covering experience, training, and other pertinent data indicated as being necessary in the examination announcement. Applications shall be signed and the truth of all statements therein certified to by such signature.
- B. The Director of Education/Superintendent or his designee may not make any pre-employment inquiry about a disability, or about the nature or severity of a disability on application forms, job interviews, or in background or reference checks.
- C. Medical information received on an employee as a result of an employment requirement shall be filed separate and apart from the employee's active personnel records.

904.106 Acceptance of Applications

- A. Applications for competitive examinations shall be accepted only during the filing period specified in the examination announcement. All applications submitted shall be date stamped to indicate the date received.
- B. Applications submitted by mail must be postmarked by midnight of the announced last day for filing applications in order to be accepted.

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- C. Late applications for competitive examinations may be accepted if the examination has not been administered and an eligibility list established. This is provided that the late filer is a Government of Guam employee who can establish to the satisfaction of the Director of Education/ Superintendent, that they were unaware of the job announcement or unable to file a job application due to factors beyond their control (i.e. official off-island training, on extended annual or sick leave, etc.).

904.107 Evaluation of Applications

- A. Two months after the closing date of the position announcement, an eligibility list shall be established. Failure to establish an eligibility list within two months of the closing date will require that the position be re-announced with a new closing date, and that all applications previously received shall be re-stamped and re-accepted to coincide with the new announcement period.
- B. The closing date of the announcement shall be the ending date to credit the job applicant's education, experience and training for the position applied for. For continuous job announcements, the ending date to credit the job applicant's education, experience and training shall be the date of receipt of the application.

904.108 Rejection of Applicants

The Director of Education/Superintendent shall not be required to accept applications or, after acceptance and evaluation, establish an applicant as eligible on an eligibility list, or allow an applicant admission to an examination when any of the following conditions exists:

- A. Conviction of a crime within seven years prior to the date of application which bears a nexus to the position applied for, unless otherwise required by statute.
- B. Refusal or failure to furnish documents required to verify any statements made in the application.
- C. Intentional false statements or deception, or fraud in the