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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.