
the Director of Education/ Superintendent, there are insufficient qualified applicants within DOE for adequate competition and adequate flexibility of selection. The Director of Education/ Superintendent shall determine the need for open competitive announcements.

- B. Open competitive examinations may be re-announced when it is determined by the Director of Education/ Superintendent that there are less than five individuals meeting the qualifications for the class.

904.102 Maintenance of Distribution Lists

The Director of Education/ Superintendent shall establish and maintain distribution lists of public and private agencies or groups, by occupation or other appropriate categories, and shall disseminate to prospective applicants appropriate examination announcements or other information regarding prospective examinations.

904.103 Content of Recruitment and Examination Announcements

Each recruitment and examination announcement for an original appointment or a promotion shall contain the title of the class, applicable pay grade, selective certification when applicable, area of consideration, character of the duties and responsibilities and examples thereof, closing date and place for filing applications, minimum qualifications for entry into the position and other information deemed necessary by the Director of Education/Superintendent. Appointments other than from an eligibility list, for example by transfer, demotion, or reinstatement, shall be bound by minimum qualification requirements set forth in such announcement.

904.104 Minimum Period of Recruitment

-
- 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.