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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

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