

RULE 6  
APPLICATIONS

SECTION 1: ANNOUNCEMENT

All vacancies for positions in the classified service shall be announced on official bulletin boards throughout City departments and by such other methods as the Human Resources Manager deems appropriate. The announcement shall specify the title, salary, the nature of the work to be performed, desired or required education and/or experience, application process, and other pertinent information.

SECTION 2: APPLICATION FORMS

All applicants for City employment must submit a completed City of Sierra Vista application form. The application shall include complete information relating to experience, training, citizenship, residence, and other necessary qualification information. The Human Resources Manager will use the information to determine whether the applicant is eligible to take an examination for a given classification of employment.

Failure to accurately complete the application for employment form may be reason for disqualification.

Completed application forms become the property of the City and shall not be returned.

SECTION 3: DISQUALIFICATIONS

Any application may be rejected for the following reasons:

- Appears not to possess the qualifying education, training, and/or education required for the position.
- Has made a misstatement of any material fact.
- Has practiced deception or fraud in his/her application.
- Has been convicted of a crime involving moral turpitude.