

RULES FOR DISQUALIFICATION

Any person may be disqualified from further consideration if the application was not received by the filing deadline; the applicant fails to meet the minimum qualifications specified in the announcement; the candidate fails to appear at the announced time and place for testing, a no show for an interview and/or the candidate is found to be cheating on a test. Cheating involves any attempt by an individual or group to enhance test scores by means other than actual knowledge or ability, including but not limited to, efforts to give or receive information about the test content or correct responses before, after or during the test. Examples of cheating during a test would be:

- ❖ attempting to gain access to the test under false pretenses;
- ❖ failing to follow instructions;
- ❖ talking to another candidate during the test;
- ❖ removing or attempting to remove test materials from the test site;
- ❖ leaving the testing room, holding or other location without permission from the Test Administrator;
- ❖ attempting to use notes, hand held computers or calculators when instructed not to;
- ❖ looking at another's test paper or answer sheet;
- ❖ working on a test section after time has been called; and,
- ❖ giving or receiving test information from another person.

The Director may remove from further consideration at any time the application of an applicant who:

- (a) based on the reference check has established an unsatisfactory employment or personnel record of such a nature as to demonstrate unsuitability for employment;
- (b) has made false statement of any material fact or practiced deception or fraud in the application, examination, medical history, or any phase of the employment process;
- (c) is proven, as described in the Houston County Drug and Alcohol Abuse Policy, to be a user of illegal drugs or to be addicted to or a habitual user of legal intoxicants which may unreasonably subject others to the risk of harm or danger and/or which may unreasonably subject property to risk or damage;
- (d) has applied for a law enforcement position and who would not meet the minimum qualifications for certification as a law enforcement officer by the state certifying agency;
- (e) has applied for a position and has been convicted of a felony or misdemeanor (pursuant to State or Federal law) that when evaluated along with other employment factors is, in the discretion of the Director or Appointing Authority, found to be unsuitable for employment;
- (f) has an unsatisfactory driving record as evidenced by a pattern, frequency and/or severity of traffic violations where driving is an essential job function of the position applied for;
- (g) has refused or failed to report for any interview after certification to an Appointing Authority;
- (h) has failed to report for duty at the time and place designated after appointment;
- (i) has failed to respond to any official notice or phone call from the Director or Appointing Authority;
- (j) has failed to notify the Personnel Board or postal authorities of a change of address;
- (k) has been certified and rejected for employment three (3) or more times; and,
- (l) for any other good cause not inconsistent with the intent of this Act.