

Chapter 57: Applications

3335-57-01 Character and fitness of applicant.

- (A) All statements submitted by applicants relating to character and fitness are subject to investigation by the university. Satisfactory information produced to the university, either before or after examination, that the applicant has committed acts which demonstrate character traits which would be detrimental to the successful performance of the employment sought, including but not limited to: the applicant's dismissal for cause from any previous employment, a conviction of a felony, an established pattern of poor work habits and performance with previous employers; is sufficient to exclude the applicant from examination or to remove the applicant from any eligible list. The university will notify the applicant and provide the applicant with an opportunity to respond. This rule does not exclude the university from taking appropriate disciplinary action after appointment.

- (B) Any employee terminated for cause from university employment is ineligible permanently for re-employment with the university.

3335-57-02 False statements.

Fraudulent conduct or false statements by an applicant, or by others with the applicant's knowledge, in any application or examination, is cause for exclusion from any examination or for removal of the applicant from the eligibility list. The university will notify the applicant and provide the applicant with an opportunity to respond. This rule does not exclude the university from taking appropriate disciplinary action after appointment.

3335-57-03 Changing applications.

An applicant who files an application for an examination may change the application for another examination if the applicant possesses the minimum qualifications for the requested classification. The request for a change shall occur prior to the filing deadline for the examination. The date of such change shall determine the date of application.

3335-57-04 Incomplete application.

Prior to taking the examination, applicants shall submit applications showing that the applicant meets the minimum qualifications stated on the examination announcement. An incomplete application may be returned to the applicant for correction. An applicant may correct an incomplete application as long as any necessary corrections are made within ten calendar days of

receiving notification of an incomplete application. Failure to provide a completed application within the above time frame results in the applicant not being eligible for that examination.