

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 3.7

APPLICATIONS

An application must be properly completed and submitted before an applicant will be considered for new employment. Current employees must submit notice of intent to apply and, as applicable, an updated resume to the Superintendent/ designee.

Standard application forms will be available at the Administration Office.

Applications shall be kept in the active file for a period of one (1) year. EEOC requires applications be kept on file for two (2) years.

Falsification of information on the application will nullify the application and will result in dismissal if falsification is verified after employment.

Adopted: 1/26/98

Updated: 7/24/2012