
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 304
EFFECTIVE DATE: 08/19/08
REVISED: 01/20/09 | 10/17/17
12/04/18 | 05/17/22
AUTHORITY: BOCC
COUNTY MANAGER: AO

SUBJECT: APPLICATIONS, ELIGIBILITY OR REDUCTION OF APPLICANTS

I. Purpose:

This policy is designed to establish guidelines for the district in regard to applications received.

II. Policy:

A. General Requirements for Filing of Applications.

1. **Application Forms.** Applications for employment must be made in writing and submitted to the Human Resources office on a prescribed application form.
2. **Multiple Vacancies.** Applicants must complete a separate application form for each vacancy unless the job announcement indicates otherwise.
3. **Required Submittals.** The employer may also require résumés, completed supplemental questionnaires, and other evidence of education, training, experience, or other lawful requirements, including licenses and certifications.
4. **Signatures.** Applications must be signed by the applicant. An electronic signature is acceptable for applications submitted through the employer's online application portal, unless the employer does not maintain an online application and portal.
5. **Ownership.** Applications and supplementary materials submitted become the property of the employer.

B. Application Filing Period

Recruitment announcements will specify the application filing period. Applications must be received or postmarked by the due date specified. Application periods will end at the close of the business day or at the specific time stated on the recruitment announcement. A job announcement may be cancelled at any time and for any reason as determined by the employer.

C. Eligibility of Applicants

An applicant may be disqualified from further participation in the recruitment process and/or from placement on an eligible list by the employer for material reasons, including, but not limited to, those listed below:

1. The application does not indicate the candidate possesses the qualifications required for the position.
2. The application is not fully, truthfully, legibly, and/or neatly completed.
3. The applicant for employment as a peace officer or a position which entails physical access to computer and/or equipment used to access the Nevada Criminal Justice Information System or the National Crime Information Center may be disqualified for prior convictions that relate to the position for which s/he is being considered as provided for in NRS 245, NRS 268, or NRS 269 as applicable.
4. The applicant has been discharged from or resigned in lieu of dismissal from any prior employment for any cause which would constitute a reason for dismissal from employment with the employer.
5. The applicant does not appear at the time and place designated for an examination or interview.
6. The applicant is a former employee of the employer who, absent a compelling reason, quit without notice.
7. Applicant's failure to possess a valid license, certificate, permit, etc. If a prospective applicant for a position cannot obtain the required license, certificate, permit, or occupational certification required for the job, s/he will not be given any further employment consideration for the subject position. Any job offer, offer of promotion, or offer of transfer previously made will be withdrawn.
8. The applicant is a former employee whose performance evaluations indicated below acceptable performance and/or behavioral problems, such as insubordination, dishonesty, leave abuse, or excessive tardiness.

D. Limitation of Application Pool to Most Qualified

The employer may determine at any point in the recruitment process that only those applicants who are deemed most qualified for the vacancy being filled will continue to be considered.

E. Preference for Military Veterans and Residents

In compliance with NRS 281.060(2) if the qualifications for applicants are equal, the County will give preference first to honorably discharged military personnel who are citizens of the State of Nevada, and second, to citizens of the State of Nevada.

III. RESPONSIBILITY FOR REVIEW: The County HR Director will review this policy every 5 years or sooner as necessary.