

SECTION 800.04

Referral of Applicants

1. Preliminary Screening.

Upon receiving notification of the vacancy, the Department of Human Resources will begin screening active applications, identifying new applicants responding to the job posting and/or advertisement, and discussing the career opportunity with current employees who express interest and wish to be considered for promotion. Qualified applicants will have copies of their applications for employment forwarded to the employing department.

2. Disqualification of Applicants.

An applicant will be disqualified for employment for any of the following reasons. For additional information click on [Disqualification of Applicants](#):

- a) He or she is addicted to the use of alcohol or use of illegal drugs.
- b) Discovery of any false statement or omission of material facts from the formal application.
- c) He or she has been a member of an organization advocating the violent overthrow of the government of the United States.



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