

**CIVIL SERVICE DEPARTMENT PROCEDURES**

<b>SUBJECT:</b> REQUEST TO FILE LATE APPLICATIONS	<b>FILED UNDER:</b> CIVIL SERVICE COMMISSION POLICIES	<b>ITEM NO:</b> 1.05 <b>PAGE</b> 1 of 1
<b>APPROVED BY:</b>  _____		<b>EFFECTIVE DATE:</b> 5-19-93
<b>AUTHORIZED SIGNATURE</b>		
<b>NOTES:</b>		

**PURPOSE:** This policy is to establish criteria for the consideration of filing late employment applications with the Civil Service Department.

Pursuant to Section 6 of the Civil Service Rules and Rules and Regulations the Civil Service Commission shall refuse to examine any person who fails to submit a completed application and/or related supplemental documents to the Civil service Department on or before and examination announcement's established closing date.

The Civil Service Commission may consider a late application only under the following circumstances.

A person fails to file an application on or prior to the established closing date because of:

1. A death to an immediate family member during the filing period.
2. A catastrophic natural disaster.
3. An error by the Civil Service staff.

The Civil Service Commission may require and consider any documents deemed necessary to support their final decision.