

APPLICATIONS

Sec. 5. Application for admission to examinations conducted by the Civil Service Department shall be made on the forms furnished by the Commission. Applicants must submit separate application forms to take each announced examination. No filing fee will be required of any applicant. The application forms and any related attachments, proofs, and/or supplemental documents either required of, or voluntarily submitted by the applicant will be considered the property of the Civil Service Department and must be received during the periods established by the Civil Service Department. Filing periods shall be posted on the respective examination announcements. At his or her discretion, the Executive Director may extend an examination's filing period beyond its posted closing date and shall provide notice of such extension to all concerned parties. Each application form shall be signed by the applicant submitting it as an affirmation that all statements made in the application are true.