



Policy 2.3	Employment Applications		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12			

EMPLOYMENT APPLICATIONS

2.3

POLICY

It is the policy of DuPage County to receive resumes and applications for employment at the Human Resources Department or at other locations authorized by the Chief Human Resources Officer, or designee. Resumes may be accepted, but all applications for employment must be on an approved County application for employment form prior to the interview process. The application for employment form is posted on DuPage County's web site.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status, all applicants, citizens, or residents.

GUIDELINES

The Chief Human Resources Officer, or designee, may require applicants to furnish such evidence of legal work authorization, references, education, physical condition, certifications, licenses, criminal background history, and drug testing results, where these are applicable to performing the essential functions of the position. Evidence shall be furnished by applicants at their own expense.

- A. An applicant may be disqualified from a position if the Chief Human Resources Officer, or designee, examines the application/resume and it is found that:
 1. The person will not meet the requirements established for the position within one (1) year.
 2. The person has failed to submit a signed and completed application by the posted closing date.
 3. The person has failed to indicate that they have been formerly employed with DuPage County or a DuPage County Elected Official on the Employment Application.

4. The person has failed to disclose all required employment history on the Employment Application.
 5. The person has taken part in the creation, administration or correction of the examination for the position for which they are applying.
- B.** The Chief Human Resources Officer, or designee, may disqualify an applicant, refuse to certify an eligible applicant, or discharge a previously appointed applicant, if it is found that:
1. The person has falsified any documents or tests or has made false statements in securing employment.
 2. The person has used, or attempted to use, bribery to secure advantage in the selection to a position.
 3. The person has obtained information regarding the examination to which, as an applicant, he is not entitled.
 4. The person does not furnish proof of licenses and/or certificates of competencies for medical, technical or other specialized professions.
 5. The person has failed or refuses to take an employment test, background check, drug/alcohol test or post-offer physical, when applicable for the position.
 6. The person has been convicted of a misdemeanor or a felony when that conviction is job-related, or when crimes of violence are on their record and/or pending open court cases. For the Care Center, any person who has a disqualifying offense as defined under the Illinois Department of Public Health guidelines.

PROCEDURES

1. All applicants for employment will be referred to the Human Resources Department where they are to complete the approved DuPage County application for employment and/or submit a resume.
2. Current employees wishing to apply for a vacancy will be referred to the Human Resources Department, where they are to complete the approved DuPage County application for transfer/promotion and/or submit a resume.
3. All applicants must reapply to be considered for employment with the Human Resources Department if they are not hired within one year of their original application.