

**EAST COUNTY FIRE & RESCUE**  
Policies, Procedures, and Guidelines

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**SUBJECT: Application Policy**

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**APPROVED BY:**  **REvised: 05/15/2018**  
**Board Chair**

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**PURPOSE**

The selection process shall maximize reliability, objectivity, and validity through a job-related assessment of applicant attributes necessary for successful job performance and career development.

**SCOPE**

Selection shall be conducted to provide equal employment opportunities to all persons regardless of race, politics, religion, sexual orientation, marital status, ancestry, color, physical and mental disability, on-the-job injuries, national origin, age, or any other status protected under applicable federal or state laws unless it is a bona fide occupational requirement.

It is also our policy to attract and retain the best employees available. Toward that end, all qualified candidates will be considered based on qualification for positions. Place of residence will not displace merit as the key consideration in employment decisions, however, where appropriate, knowledge of the local community will be considered as an important component of job qualification.

**APPLICATIONS**

**1. Forms of Application**

Applications for an available position shall be submitted on an East County Fire & Rescue application form. To be accepted for review, applications must be received by East County Fire & Rescue by the closing date and time specified in the announcement. Applications must have original signature of the applicant, and the truth of all statements contained therein certified by such signature. East County Fire & Rescue may require such proof of residence, education, experience, and other claims as is deemed appropriate.

**2. Eligibility Lists**

A Board approved eligibility list is considered viable for a period of 1 year, unless otherwise indicated.

**3. Freedom from Discrimination**

Application forms and selection material shall not contain any questions which elicit any information concerning race, politics, religion, sexual orientation, marital status, ancestry,

color, national origin, age, mental or physical disability, veterans status or any other non-merit factors.

#### **4. Eligible Applicants**

Only those applicants who submit specified required application material and who meet the minimum qualification for the position will be considered eligible applicants to compete in the selection process.

#### **5. Availability of Eligible Applicants**

It shall be the responsibility of each eligible applicant to notify East County Fire & Rescue of any change in address or other conditions, which affect the applicant's availability.

### **SELECTION PROCESS**

#### **1. Selection Devices**

The Board of Commissioners and administrative staff, will determine the selection device or devices to be used to obtain the best-qualified candidates for available positions. Selection devices shall be utilized separately or in various combinations as appropriate to the position and to available resources. Such selection devices may include but are not limited to: job-related written tests, oral examinations—or interviews, performance tests, assessment centers, work samples, resumes, evaluations of training and experience, supplemental questionnaires, background and reference inquiries, and physical and medical examinations. Any applicant who refuses any part of the selection process may be removed from consideration. In the development of selection devices, administrative staff and/or consultants or others skilled in—or familiar with—the minimum requirements, may be consulted.

#### **2. Security of Material**

Every precaution shall be exercised by all persons participating in the development and maintenance of selection material to maintain the highest level of integrity and security.

#### **3. Method of Rating**

In all selection processes, the minimum rating for eligibility shall be set by the hiring committee, or Chief Officer. The hiring committee or Chief Officer shall pre-determine the weight given to each step in the process.

#### **4. Maintaining Integrity of Process**

If a question or challenge is raised about any phase of the recruitment and selection process, a Chief Officer shall investigate and, when necessary, take whatever measures are required to maintain the integrity of the recruitment and selection process.