

Request for Review

Any applicant may request a review by the Executive Director of any failure during the testing process, any disapproval of an application by Civil Service staff or any other actions by the Civil Service staff. A request for review must be filed within ten (10) calendar days of the notification of failure, rejection or other staff action.

Name _____ Candidate ID # _____
Street Address _____
City _____ State _____ Zip _____
Telephone (Home) _____ Telephone (Work) _____

Examination Title: _____
Job Code: _____
Reason for Request and/or Remarks: _____

Additional information attached

Date

Signature

For Civil Service Commission Use Only

Current Class _____ Job Code _____
Dept/Div Name _____ Dept/Div Number _____
Request for Review Number _____