

Applicant Request for Administrative Review of Background File

You may request this Administrative Review of the decision of the Executive Director to remove your name from the eligible list due to information revealed during the background investigation. The deadline for filing this Applicant Request for Administrative Review of Background File is ten (10) calendar days from the date of the letter informing you of the Executive Director's decision to remove your name.

Once this Request is filed, you have an additional ten (10) calendar days to submit any documentation, or written explanation, to contradict the information in your background file, which led to the removal of your name. A Commission Background Officer will review this request and make a recommendation to the Civil Service Commission. You will be notified in writing of the Civil Service Commission's final decision. *Please see the reverse side of this form for additional information regarding the Background Administrative Review process.*

Name: _____ Person ID#: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____ Work Phone Number: _____

Position Applied for (check one): Police Officer Firefighter Other: _____

Reason for Request (explain and attach or enclose all supporting documentation): _____

Print Name Signature Date

Please check ONE of the following:

- All of my paperwork is attached and my file is ready for review by the Commission.
- OR**
- I will submit additional documentation within 10 calendar days of today's date: _____

You may (1) FAX this form to (614) 645-8379, (2) Mail this form to: Civil Service Commission, Uniformed Certification, 77 North Front Street, 3rd Floor, Columbus, Ohio 43215, (3) Email it to cscbackgroundforms@columbus.gov, or (4) Submit this form in person.

This form must be received in our office within ten (10) calendar days of the date of the letter accompanying this form.

FOR CIVIL SERVICE COMMISSION USE ONLY

Review Number _____ Band _____

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Pursuant to Commission Rule XIV(C)(2), you may submit documentation to attempt to refute the information that caused your name to be removed from the eligible list.

Since the purpose of the Background Removal Standards is to ensure objectivity, you should limit the documents you submit to those that demonstrate that the information that caused the removal of your name is inaccurate.

The Commission will not review letters of recommendation, transcripts, performance evaluations, etc., because these types of documents are not relevant to the accuracy of the information revealed during the background investigation.

The Commission reviews background removals at its regular monthly meeting, the last Monday of every month. In general, your background administrative review will be on the current month's agenda if all of your paperwork is submitted ten (10) days prior to the date of the Commission meeting. However, if your request is turned in after the deadline, or deferred by the Commission, it will not be reviewed until the following month.

The Commission will notify you in writing of its decision whether or not to reinstate your name to the eligible list. You should receive notification within a week after the Commission meeting.