

**Pre-Screening Process
 Applicant Request for Administrative
 Review of Background File**

You may request an Administrative Review of the decision of the Executive Director to reject your application due to violation of the Background Removal Standards. Said decision was based upon information revealed on your Abbreviated Background Questionnaire (ABQ), which is subject to review upon your request. The deadline for filing this request 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):

_____ Date _____ Signature of Applicant

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) Email this form CSCBackgroundForms@columbus.gov, (3) Mail this form to: Civil Service Commission, Uniformed Services, 77 North Front Street, 3rd Floor, Columbus, Ohio 43215, 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.

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You may write your explanation on this form or include a separate letter explaining why you think you meet the background standards that caused your rejection. Please explain any documentation you attach.

Note that the Commission will NOT review letters of recommendation, transcripts, performance evaluations, etc. because these items are not relevant to the accuracy of the information disclosed on the background questionnaire.

You will be notified in writing of the Commission's decision. If you are reinstated to the testing process, you will be scheduled for the next available test date and will receive details in a separate letter.