

IMPORTANT INFORMATION FOR ALL APPLICANTS

TRANSCRIPTS

Valid transcripts must be submitted at the time of making application to receive credit for college courses. Failure to submit valid transcripts at the time of application may result in disqualification. Transcripts must be either an official or student copy issued by the institution. (A legible copy of either will be accepted)

NOTICE REGARDING COPIES OF DOCUMENTS: Applicants, for OPEN COMPETITIVE positions, are advised that when submitting an application for more than one position, it is necessary to complete a separate application packet for each position including supporting documentation. Supporting documents may include, but are not limited to, transcripts, certifications, and DD214 forms.

OPEN TO: All who meet the requirements as set forth in the job announcement and who may lawfully be appointed to a position. Applicants for sworn law enforcement positions must be U.S. citizens.

APPLICATION: Applications must be made on an official application blank, which may be secured from our web site at www.personnelboard.org, or from our offices at 1809 Government Street, P. O. Box 66794, Mobile, Alabama 36660-1794 (251 470-7727). Applications must be returned to the Mobile County Personnel Board, 1809 Government Street, P. O. Box 66794, Mobile, Alabama 36660-1794. Applications may be faxed to (251) 445-2219. E-mail applications will not be accepted at this time.

IMPORTANT NOTICE REGARDING COMPLETION OF APPLICATIONS: Accuracy and truthfulness are felt to be of primary importance for Merit System employment and all applications are reviewed with this in mind. Errors, omissions and inaccurate information on the application that have not been corrected prior to the screening process will be construed as misrepresentation and will result in rejection of application. Therefore, special attention should be given to each and every question and every attempt made to answer each correctly. Whenever additional space is needed for answering a question such as listing relatives employed under the Merit System or explaining convictions, the additional comments may be made by attaching additional sheets to the application with a note by that question to refer to the ATTACHMENT. In addition, the following application acceptance guidelines should be noted:

1. Original applications, copies and faxes are acceptable. E-mail applications are not accepted at this point in time.
2. All applications will be accepted if received and clocked in by our staff by 5:00 P.M. on the final filing date. All faxed applications will be accepted if received by the MCPB fax machine (251-445-2219) on or before 5:00 P.M. of the final filing date. All applications received by mail will be accepted if postmarked no later than the final filing date.
3. Any application received, postmarked or faxed before 8:00 A.M. on the opening date for receipt of application will not be accepted.

(SEE REVERSE)

IMPORTANT INFORMATION FOR ALL APPLICANTS, continued

VETERANS PREFERENCE: The following papers must be filed with this office no later than the date of the final phase of the examination process in order to receive Veterans Preference credit on an Open Competitive examination as provided in the Laws and Rules of the Personnel Board.

- (1) For the 5 points Veterans Preference, the last DD214, or the Honorable Discharge Certificate from the last active service.
- (2) For the 10 points Disabled Veterans Preference, the last DD214, and a letter from the Veterans Administration dated within the past year stating the percentage of disability, or a letter of disability from the Veterans Administration dated within the past year and your most recent check or check stub. (Disability Percentage of MORE than 10% is required).
- (3) For the 10 points for wife of a Disabled Veteran (provided said Veteran is not now nor has been gainfully employed within three months just prior to the date of her application), a copy of her marriage certificate and all of the papers required for numbers (1) and (2) above.
- (4) For the 10 points for Widow of a War Veteran, a copy of her husband's death certificate as well as all of the papers required in numbers (1) and (3) listed above.

The Mobile County Personnel Department reserves the right to limit the number of applicants summoned for interview. In such instances, a preliminary appraisal of qualifications, as indicated by the completed application form, will be utilized as a guide in the selection of candidates to be summoned.

Aid and assistance in the examination procedure is available for the visually or otherwise disabled. The nature and extent of the disability claimed should be explained by attaching additional sheets to the application.

IMPORTANT NOTICE REGARDING EXAMINATION: A "Practice Test Seminar" is held in the Personnel Department Office, 1809 Government Street at 9:00 a.m., on the third Wednesday of every month. The purpose of these seminars is to acquaint applicants or interested citizens with design format and procedures utilized by the department in its administration of written test selection devices. Inasmuch as testing facilities are limited, the seminars will be on a first come, first served basis, as long as space remains available.

MEDICAL EXAMINATION: Eligibles selected for appointment must meet the established medical and physical standards for the class of work. The medical examination must be by one of the physicians designated by the Personnel Board. Appointees must bear the cost of the medical examination.

NOTICE: The continuing eligibility for appointment of those who secure a place on the eligible list is subject to future changes in specifications.

DONALD DEES, DIRECTOR

THE AGENCIES WE SERVE ARE EQUAL OPPORTUNITY EMPLOYERS