

TITUS COUNTY POLICY ON APPLICATION FOR EMPLOYMENT

JOB ANNOUNCEMENTS

Announcements for job openings with Titus County shall include, but not be limited to, advertisements in local newspapers, registration with Workforce Solution Northeast Texas, or postings on the Titus County Courthouse bulletin boards. Newspaper advertisements shall run for a minimum of two times during a ten day period.

SELECTION

Each official having a job opening shall be responsible for determining how that opening will be announced.

Each elected or appointed official, or his/her designee, shall be responsible for selecting the applicant who he/she feels best meets the qualifications for an open position in his/her department.

DISQUALIFICATION

Reasons for which an applicant shall be disqualified for consideration for employment shall include, but not be limited to, the following:

- a. The applicant does not meet the minimum qualifications necessary to perform the duties of the position for which he/she is applying;
- b. The applicant has made a false statement on the application form or any other document related to or which has a bearing on the selection process;
- c. The applicant has committed or attempted to commit a fraudulent act at any stage of the application process; or
- d. The applicant is not legally permitted to hold the position.