

ANNOUNCEMENTS GENERAL CONDITIONS

1. Applicants must complete an "Application for Examination" for this examination. In some cases, completion of an application supplement is also required. Applicants must complete every section on the application form. If a question or section is not applicable, enter N/A. Applications must be signed where indicated. Incomplete or illegible applications will be rejected.
2. The Human Resources Department does not formally acknowledge receipt of applications. If an application is rejected as incomplete or illegible, it will be returned to the applicant so noted. If an applicant does not meet the minimum qualification requirements for this position, a disqualification notice will be sent. Applicants meeting the stated minimum qualifications for the position will be notified of the date, time and location of the examination, if applicable.
3. Requirements for claiming veterans' credits are as follows: They are applied only to passing final scores on an Open Competitive Eligible list at the following values: non-disabled veterans-5 points; disabled veterans-10 points. In order to use veterans' points, you must have an "honorable discharge" and been on active duty for at least 90 days (unless separated from service because of a service connected disability) during the time prescribed by law (8/2/90-present (end date to be determined by law); 2/28/61-7/1/75; 6/27/50-1/31/55; 12/7/41-12/31/46) OR in combat or a combat support role (for at least 90 days, unless separated from service because of a service-connected disability) during Lebanon Conflict (7/1/58-11/1/58); Lebanon peace-keeping mission (9/29/82-3/30/84); invasion of Grenada* (10/25/83-12/15/83); Operation Earnest Will (2/1/87-7/23/87); or the Panama invasion* (12/20/89-1/31/90). (*Since operation lasted for less than 90 days, service must have been for entire duration.) Form 00214 must be submitted as proof of service; no other proof of service is acceptable. It must be submitted with the application or at the time of the examination. Submission of a DD214 after administration of the examination will not be accepted.
4. Applicants must be physically and medically capable of performing the essential functions of the position with or without a reasonable accommodation for which application is made. A post job offer medical examination will be required. This will include a urinalysis for usage of illegal narcotics in accordance with the City of Stamford policy. If a candidate refuses to submit to this examination, it shall be deemed as an incomplete medical examination, and as a voluntary withdrawal from consideration for employment with the City of Stamford. A confirmed positive drug screening will result in a six (6) month disqualification from any City of Stamford position.
5. Candidates for positions requiring a motor vehicle operator's license who do not satisfy the following two requirements will be disqualified: (1) no more than five (5) points currently assessed on the driver's record; and (2) no conviction in the past five (5) years for a major motor vehicle violation, including, but not limited to: driving while intoxicated or under the influence of drugs; failure to stop and report when involved in an accident; homicide or assault arising out of the operation of a motor vehicle; driving during a period while license is under suspension or revoked; operating a vehicle without the owner's permission; eluding or attempting to elude a police officer; reckless, careless, negligent driving; racing or engaging in a speed contest; or loaning an operator's license or registration. Moving violations of a minor nature within the past twelve (12) months shall be reviewed on a case-by-case basis by the appointing department and the Human Resources Department, and may be disqualifying. Nothing contained herein would supersede higher level requirements for specifically sensitive positions, e.g., Bus Driver, Police Officer.
6. It is the responsibility of the applicant to advise the Human Resources Department of any change of address or status affecting eligibility for employment. Such notification must be in writing.
7. The provisions of the Classified Service Rules of the City of Stamford shall apply to the administration and rating of the examination, establishment of the eligible list, certification and appointment of eligibles, examination review and other procedures relating to the employment process.
8. The top three scores on the eligible list will be certified to the appointing authority for consideration. In cases where the fourth (4th) and/or fifth (5th) highest scores are within 5 points of the highest score, candidates with those scores will also be certified. Please note that each ranking may contain multiple candidates.
9. The eligible list established as a result of this announcement will expire two (2) years from the date such list is established by the Director of Human Resources. Any applicant refusing to accept an interview or offer of employment will be removed from the eligible list.
10. The City of Stamford is subject to the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The City is obligated to provide reasonable accommodations for otherwise qualified individuals with disabilities. If you wish to request an accommodation, please attach to the application a statement outlining the nature of the disability and requesting an accommodation.
11. No appointment is deemed final until a probationary period is successfully completed.