

ADMINISTRATIVE PROCEDURES



Procedure Number: 23-34

Effective Date: 12/17/2008

Revision Date: _____

C. Dunkelberg
County Administrator

SUBJECT: **SUBMISSION OF ELECTRONIC EMPLOYMENT APPLICATIONS**

DEPARTMENT RESPONSIBLE: **Human Resources Department
All County Departments**

I. PURPOSE

This procedure establishes that Human Resources will accept electronically submitted employment applications from job applicants.

II. PROCEDURES

- A. Job applicants may submit Pima County employment applications electronically, in lieu of submitting a hard copy, using the interactive employment application form posted on the Pima County website. Human Resources will continue to accept official Pima County paper applications via personal submission, fax or mail.
- B. During the interview process, the hiring department shall secure the original signature of all applicants being interviewed that submitted an electronic application for the recruitment. It is the responsibility of the hiring department to secure an original signature prior to the effective date of the appointment. Applicants without an original signature on their application shall not be considered for employment.
- C. When submitting an electronic employment application, the applicant shall be required to affirm that all information contained therein is true and accurate. Should the applicant be appointed, any false information presented on the application shall constitute just cause for disciplinary action up to and including termination. The obligation to present accurate information is disclosed to applicants on the electronic application form.
- D. Pima County Human Resources reserves the right to make periodic changes to its on-line application and to require applicants to use the current version made available.

III. RESPONSIBILITY

It is the responsibility of the department EEO representatives to ensure applicants interviewed sign their application prior to/at the end of their interview for applicants that submitted an electronic employment application.