

ADMINISTRATIVE ORDER NUMBER 14

The following hiring procedure is hereby required whenever a vacant position requires a degree, certification, license or similar special qualification:


a) Resumes, applications and all other employment information of the final candidates for a position will be submitted to the Personnel Director for a background check, prior to interviews of the candidates;

b) the Personnel Director will perform reference checks and verify each candidate's employment information to include but not limited to work history, degrees, certifications, education, and licenses;

c) the Personnel Director will submit the results of the employment check in writing to the requesting party; and

d) each candidate will sign a statement of certification of employment information which certifies that the information contained in any resume, application or other submitted document is correct, and acknowledges that any false information could result in their dismissal, if employed.

DATED this 15th day of July, 1987.



Alan Tandy
City Administrator

AT/et