

CAUSES FOR REJECTION OF APPLICANT

Any applicant may be disqualified for employment for, but not limited to, one or more of the following reasons. Time calculations for an action that constitutes disqualification for a specified period shall be calculated from the date the application for employment is submitted by the applicant.

- The applicant failed to file an application in the proper manner and within the time limits prescribed in the employment notice.
- The applicant failed to meet the minimum qualifications necessary to perform the duties of the position; and/or it indicates on the face of the employment application that the applicant does not possess the minimum qualifications for the position.
- The applicant failed to complete or satisfactorily meet the employment process requirements of the District, including missed appointments, failure to return necessary paperwork, failure to notify the District of changes in address or telephone numbers, failure to properly complete any or all application materials, or who otherwise failed to complete the application process.
- The applicant failed to pass any part of the application process, including but not limited to, typing tests, multi-tasking tests, interviews, required documentation, background investigation, medical exams, and psychological exams.
- For those seeking employment for positions that require a license from the Texas Commission on Law Enforcement (TCOLE), applicants must meet the minimum standards for initial licensure.
- The applicant is not a citizen of the United States of America by birth or naturalization. The applicant shall be considered disqualified until citizenship is obtained in compliance with federal laws.
- The applicant failed to demonstrate the ability to read, write, and fluently speak the English language. The applicant shall be considered disqualified until the deficiency is corrected.
- The applicant was unable to perform the essential functions of the job for which he applied, with or without a reasonable accommodation.
- The applicant has engaged in, received deferred adjudication or pre-trial diversion for, or has been convicted of conduct which constitutes a Class B Misdemeanor under the Penal Code or equivalent under federal law, to include the Uniform Code of Military Justice (UCMJ) within the past ten (10) years, or any other conduct that may be unsuitable for employment with the District. Crimes involving moral turpitude may result in permanent disqualification and shall be considered on a case-by-case basis with appropriate consideration of circumstances and recency.
- The applicant has engaged in, received deferred adjudication or pre-trial diversion for, or has been convicted of conduct which constitutes a Class A Misdemeanor under the Penal Code or equivalent under federal law, to include the UCMJ, or a felony under state or federal law. Conviction of or engaging in conduct that constitutes a Class A Misdemeanor or felony shall result in permanent disqualification.

- An applicant shall not be considered for employment while charges are pending for any criminal offense or while he is currently on probation for any offense.
- The applicant has made any false statement in any material fact, withheld information, practiced or attempted to practice any deception or fraud in his application, examination, or appointment. Depending on the variables involved, disqualification may be either permanent or temporary.
- The applicant has engaged in conduct which constitutes excessive and/or recent use of intoxicants, including alcohol. Conduct in this category shall be considered on a case-by-case basis with consideration given to circumstances and recency. Depending on the variables involved, disqualification may be either permanent or temporary.
- The applicant has engaged in, received deferred adjudication or pre-trial diversion for, or has been convicted of DWI/BWI/FWI/DUI within the past five (5) years or violations exceeding four (4) events (moving violations or preventable accidents) within the past three (3) years. The applicant shall be considered temporarily disqualified until he can meet the above standards.
- The applicant has been dismissed or resigned in lieu of dismissal from any employment for inefficiency, delinquency, or misconduct. Disqualification under this provision may result in permanent disqualification and shall be considered on a case-by-case basis with appropriate consideration of circumstances and recency.
- The applicant has demonstrated any of the following behaviors:
 - Immaturity
 - Poor judgment in decision making
 - Unstable work history or frequent changing of jobs for no apparent reason
 - Failure to pay just debts

Conduct in these categories will be considered on a case-by-case basis with consideration given to circumstances and recency. Depending on the variables involved, disqualification may be either permanent or temporary.

- The applicant has been discharged from any military service under less than honorable conditions. This may include:
 - Other than honorable conditions
 - Bad conduct
 - Dishonorable
 - General
 - Uncharacterized, or
 - Any other characterization of service indicating bad character, even when it coincides with an honorable discharge
- The applicant currently uses tobacco products or is unwilling to sign the *Agreement to Refrain from Use of Tobacco Products*.
- The applicant fails to cooperate and/or conduct himself in a professional manner at any stage during the application process.

Any other reason deemed to be in the best interests of the District.