To Whom It May Concern:

I, ________________________________, hereby appeal my disqualification to take the examination for: ________________________________ [Examination Title]

Date notified of disqualification: __________

Disqualified Under CIVIL SERVICE RULE (C.S.C.) and/or HUMAN RESOURCES (HR) POLICY:

Check all boxes that are applicable.

- Lacks Minimum Qualification – Rule 5.1.(a)
- Convicted of a felony, or a misdemeanor – Rule 5.1.(b)
- Human Resources Policy: Dismissed from Public Service
- Dismissed from City Employment
- OTHER __________________ (write specific C.S.C. Rule or HR Policy you are appealing)

<table>
<thead>
<tr>
<th>C.S.C. Rule 5.1.(a) Applicant Does Not Meet Minimum Qualification</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you meet the educational requirements as stated in the job specification for this position?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can you provide official proof of Education or other requirements, official transcripts, original or certified copies of diplomas?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you meet the minimum required experience as stated in the job specification for this position?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you list your education and/or experience on your application?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Detail your qualifying experience (use additional paper if necessary)

____________________________________________________________________________________________
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____________________________________________________________________________________________

<table>
<thead>
<tr>
<th>C.S.C. Rule 5.1.(b) Conviction of Felony or Misdemeanor</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is your conviction job related to the position sought?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will the conviction hinder your ability to perform the duties of this position?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please detail why your conviction will not affect your job performance. Please submit any supporting documentation regarding this issue.

____________________________________________________________________________________________
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Updated 09/15/15
HR Policy: Dismissed from Public Service  
HR Policy: Dismissed from City Employment

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

Are the circumstances of your dismissal related to the duties of the position being sought?  

Please detail the circumstances involving your dismissal from public service. Please provide any supporting documentation regarding this issue.

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
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_________________________________________________________________________________________________
_________________________________________________________________________________________________

Other ____________________________________________ (cite specific Rule or HR Policy you are appealing).

Please explain what you are appealing
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Name: ________________________________ Address: ________________________________ City/State/Zip ________________________________
Telephone: __________________________ Person ID #: (Neogov) __________________________

Applicant Signature: ___________________________ Date: __________________________

Please note: In accordance with the Texas Public Information Act, information from your application and/or résumé is subject to release to the public.

The electronic transmission of this appeal form via e-mail will constitute a signature:

Check signifies electronic signature ☐