

## Employment Application Records

<b>Objective:</b>	To establish policy and procedure covering access to personnel record information of Tompkins County employee.	<b>Policy/Procedure Number:</b>	02-12
<b>Reference:</b> <i>(All applicable federal, state, and local laws)</i>	Civil Service Rules for Tompkins County, Rule VII (3); Personnel Department	<b>Effective Date:</b>	January 12, 1981
<b>Legislative Policy Statement:</b>		<b>Responsible Department:</b>	Personnel
<b>General Information:</b>		<b>Modified Date (s):</b>	June 1988; October 2009
		<b>Resolution No.:</b>	09-212
		<b>Next Scheduled Review:</b>	October 2012

### I. Definitions:

**II. Policy:** The County shall comply with Civil Service Rules for Tompkins County, "Rule VII (3), -Applications"

**III. Procedure:**

- A.** Any department head with a current or anticipated vacancy in the department must request applications from the Tompkins County Personnel Office. The Personnel Office will provide copies of the training and experience page(s) (Pages 2, 3, 4) of the application which includes the education, job experience, name, address, phone number, position applied for and date of application.
- B.** The Tompkins County Personnel Office will respond in a timely fashion to any reasonable request for applications, whether the request is made verbally or in writing. The Commissioner reserves the right to require that the request be made in writing.
- C.** An employee's or candidate's application may be shown, upon request, to the department head to whom the employee's or candidate's name is certified, or to a designee, provided however, creed, national origin, citizenship, religion, marital status, age, gender, Social Security Number, disability, or record of current pending charges or conviction shall not be divulged.