

Frequently Asked Questions:

If your application for an examination was disapproved ...

Your application to take the examination you filed for was disapproved as stated in the enclosed letter which also provided the specific reason for disapproval. In most cases, this is a matter of information not being provided or the application was not completed in its entirety. You have the right to appeal the decision of the Commission, in writing as instructed in the letter. To provide guidance on the appeal process, the following information will be helpful.

Q: I live in the County of XXX but my application was disapproved?

A: It is highly likely that you did not complete the residency section of the application in its entirety. If you feel you meet the residency requirements and must send a letter of appeal to the Commission stating why you feel you meet the requirements by the deadline in the disqualification letter. Please note that most positions require residency in the County for a period of time prior to the date of the examination and you must meet that requirement.

Q: My application was disapproved because I did not meet the minimum requirements but I feel I do?

A: This happens when either you didn't meet the educational requirement(s) or the experience requirements or failed to show either or both in your application. If this is the case, you may appeal by sending a letter of appeal to the Commission by the deadline stated stating that you believe you meet the requirements. In the letter, you must specifically detail when and where you secured the experience or education to meet the minimum qualifications as detailed in the examination announcement.

Q: What must be included in a letter of appeal to the Commission?

A: The letter of appeal must include:

- a. Your name and address
- b. Examination Number (from announcement or correspondence)
- c. Statement as to why you feel your application should be approved with specific evidence of:
 - a. Experience
 - b. Education
 - c. Residency
 - d. ... or other reason for disqualification.

If you have any questions, please contact Civil Service at 518-270-2946 or by email to civilservice@rensco.com.

Thank you – and again, the best of luck!

Daniel Moran

Chairman, Rensselaer County Civil Service Commission