

- A. OFFICIAL FORMS:** All applications for employment shall be on forms and in the format prescribed by the Court Administrator and include all information and documents as may be required by the Court Administrator and/or Division Head. All information shall be furnished by applicants at their own expense.
- B. FILING APPLICATIONS:**
1. Applications, including all supplemental materials must be received by the Court Administrator on or before the date specified in the announcement or postmarked by midnight on that date.
  2. Applications for open continuous recruitment may be accepted at any time until the recruitment is closed.
  3. Corrections or supplements to an application on file may be accepted by a Division Head upon approval of the Court Administrator.
  4. Issuance or acceptance of an application shall not be construed as incurring an obligation by the Court or any division falling under the purview of these Rules. In no case shall acceptance of an application constitute assurance of meeting the acceptable or any special qualifications or being granted an interview.
- C. DISQUALIFICATION OF APPLICANTS:** Upon concurrence of the Court Administrator, a Division Head may refuse to examine one or more applicants, or after examination, may disqualify such applicants or remove their names from a register or refuse to certify one or more eligibles on a register, or may consult with the hiring Division Head in taking steps to remove persons already appointed if it is found that applicants:
1. Do not meet the acceptable qualifications established for the classification or position;
  2. Are so disabled, even with reasonable accommodation, so as to render them unfit or unable to adequately perform the duties of the classification applied for or unsafe to themselves, or other employees, or the public while performing the duties of the position;
  3. Are addicted to the use of narcotics or other substances in a manner which would affect their ability to safely, effectively and/or dependably perform the duties of the classification applied for;
  4. Have made an intentional omission, fraudulent misstatement and/or false statement of material fact in the application;

5. Have used or attempted to use political pressure, threats or bribery to secure an advantage in the examination process or in the appointment to a position in employment;
6. Have directly or indirectly obtained information regarding any examination to which they are not entitled;
7. Have taken part in the compilation, administration or any part of the examination process in which they are competing;
8. Have failed to submit an application correctly or within the prescribed time limits;
9. Have previously been dismissed from a position in Judicial employment for a disciplinary reason;
10. Are under indictment for or have been convicted of a crime or have a record of convictions, the nature of which would affect the applicants suitability for employment;
11. Have failed to appear for a scheduled examination or interview;
12. Have failed any one (1) stage of the examination process;
13. Have a record of unsatisfactory performance on previous jobs;
14. Have been determined by the Presiding Judge, Court Administrator or Division Head to be unsuitable for employment for any other job-related reason;
15. Have an application that has been on file for more than six (6) months;
16. Have otherwise violated the provisions of the Arizona Revised Statutes, Rules of Court or Judicial Employee Merit System Rules.