

HUMAN RESOURCE POLICY #25A (EMP)
CITY EMPLOYMENT APPLICATION PROCESS

Approved by: **Personnel Board 4/24/2014**

City Council 5/13/2014

Mayor of Omaha: Jean Stothert
City Council President: Pete Festersen
Human Resources Director: Mikki Frost

Pursuant to the Omaha Municipal Code, Section 23-65, this document is a Human Resource policy of the City of Omaha. Please check the City's website, <http://www.cityofomaha.org/humanresources/public-documents/hr-policies> for the latest version of this policy. Where no policy or guideline exists or if there are questions on this policy, please contact the Assistant Human Resources Director/Labor Relations Director in the Human Resources Department.

Purpose:

The purpose of this policy is to set forth the administrative Human Resources policies relative to the employment application process for City positions.

Policy:

It is the policy of the City to ask only those job related questions on the application for employment that are necessary to determine whether the applicant meets the minimum qualifications of the job as set forth in the City class specification and the job posting.

GENERAL PROCEDURES

Applicant's Responsibilities

Applicants for City employment are expected to meet the minimum qualifications for the vacant position as set forth in the class specification and job posting and to apply for the job using the City's established online process. It is the applicant's responsibility to ensure that the Human Resources Department, either on or before the posted application deadline, has received his /her application. Applications received after the posted deadline will not be considered.

Applicants must provide truthful and complete responses to questions asked in the application and throughout the hiring process. Failure to truthfully and completely provide the information requested may result in disqualification, revocation of a conditional offer or termination.

Applicants are expected to identify and monitor an email account for directions from the City to comply with the required pre-employment processes.

Applicants are expected to timely provide any documentation requested by the Human Resources Department or the hiring department during the hiring process.

Failure to timely comply with the above directions may result in disqualification.

Disqualification

The Human Resources Director may disqualify or reject the application of any applicant for the reasons set forth in Section 23-197 of the Omaha Municipal Code.

Criminal Background Disclosures

Police Sworn: As part of the certification requirements for sworn Police positions, certain criminal convictions will disqualify the applicant from the required certification. For these positions, a separate application form will be required whereby the applicant will be asked to self-report any such disqualifying criminal convictions.

“Ban the Box”: For all other City positions, the City has implemented the human resource practice known as “Ban the Box” which means that questions as to an applicant’s criminal convictions will not be asked in the employment application. An applicant’s criminal convictions will not be inquired into throughout the hiring process until after the hiring department has identified the applicant for final consideration to fill the position. Once the applicant is notified that he/she is under final consideration to fill the position, he/she will be subject to the required pre-employment inquiries and evaluations, which include a criminal background check. (See, City Human Resource Policies “Pre and Post Conditional Employment Offer Requirements” and “Privacy”)