

GENERAL CONDITIONS

1. Applicants must complete an “Application for Examination.” Job postings and applications are available at www.waterburyct.org or at the Human Resources office. Applications may be obtained and/or accepted in person. Incomplete or illegible applications will be rejected. No copies will be made by the Human Resources Department.
2. The Human Resources Department does not formally acknowledge receipt of applications. If an applicant does not meet the minimum qualification requirements for this position, a disqualification notice will be sent. Applicants meeting the stated minimum qualifications for the position will be notified of the date, time and location of the Civil Service examination, if applicable. Postmarks will not be accepted. Applications must be received by the closing date and time.
3. Requirements for claiming veterans’ credits are as follows. They are applied only to passing final scores on an Open Competitive Eligible list as the following values: non-disabled veterans – 5 points; disabled veterans – 10 points. Application of veteran’s credits shall conform to Connecticut General Statutes. Form DD214 must be submitted as proof of service; no other proof of service is acceptable. It must be submitted with the application.
4. **FOR ALL EXAMINATIONS, five (5) points shall be added to your final passing score if you complete the portion of the application regarding RESIDENCY and you are a domiciled resident of the City of Waterbury at the time of examination and continuously until certification into the position. The residency portion of your application must be completed by the closing date of the applications. Failure to do so may result in not receiving points.**
5. Applicants must be physically and medically capable of performing the essential functions of the position with or without a reasonable accommodation for which application is made. A pre-employment/post job offer medical examination will be required for certain positions. This will, for given positions, include a drug screen for usage of illegal narcotics. If a candidate refuses to submit to this examination, it shall be deemed as an incomplete medical examination, and as a voluntary withdrawal from consideration for employment with the City of Waterbury.
6. It is the responsibility of the applicant to advise the Human Resources Department of any change of address or status affecting eligibility for employment. Such notification must be in writing.
7. The provisions of the Civil Service Rules and Regulations of the City of Waterbury shall apply to the administration and rating of the examination, establishment of the eligible list, certification and appointment of eligibles, examination review and other procedures relating to the employment process.
8. The eligible list established as a result of this announcement will normally last for two (2) years from the date such list is established by the Director of Human Resources except for entry-level Police Officer & Fire Fighter lists which will normally last for three (3) years. Any applicant refusing to accept an interview or offer of employment will be removed from the eligible list.
9. The City of Waterbury is subject to the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The City is obligated to provide reasonable accommodations for otherwise qualified individuals with disabilities. If you wish to request an accommodation, please attach to the application a statement outlining the nature of the disability and requesting an accommodation or contact the Director of Human Resources to discuss the matter.
10. No certification to a position is deemed final until a probationary period is successfully completed.
11. Appeals for failure to meet minimum qualifications may be filed in the Department of Human Resources. They must be received within seven (7) days of the date on the letter notifying you of non-qualification of application. (Include the date of the letter.)
12. The Human Resources Department does not accept phone inquires regarding the status of job postings, or tests, or applicant standing on lists.