



Request for Eligibility List Restoration

Cuyahoga County Personnel Review Commission
9830 Lorain Avenue • Cleveland, Ohio 44102 • P: (216) 698-2290 • F: (216) 443-3694
PRCEmploymentTesting@cuyahogacounty.us

Please complete the following form if you have received notice of your removal from an eligibility list pursuant to Cuyahoga County Code Section 303.03(J) and Personnel Review Commission Administrative Rule 9.05, and you wish to request that your name be restored to the eligibility list. **You must complete and submit this form within five (5) calendar days after receiving your notice of removal from the eligibility list.** Please submit the form to the above email address.

Name: _____

Email: _____ Phone Number: _____

Position: _____

Department: _____

Date List was Established: _____ Date of Removal Notification: _____

Please indicate the stated reason that you were removed from the eligibility list:

- You were removed at your request. (**PLEASE NOTE:** You may only request your name be restored if your original request for removal was due to illness, military service, or conflict with schooling.)
- You declined a conditional offer.
- You were certified three times without receiving a conditional offer.
- You failed to pass a pre-employment background check and/or drug or alcohol screen.
- You failed to appear for an interview.
- You were unable to be contacted at the contact information on file with the Commission.
- You practiced or attempted to practice deception in your application or in securing eligibility or appointment.
- You were removed for another just or reasonable cause that is job-related and non-discriminatory (please indicate the stated reason):

Please indicate why you feel the stated reason for your removal is in error, and provide evidence to support your claim:

Candidate Acknowledgement

By signing, entering, typing, or otherwise providing my name below, I acknowledge that I must submit this request for restoration to the Personnel Review Commission (PRC) no later than the above-stated deadline. I attest that the above statements and supporting evidence are truthful and accurate. Furthermore, I acknowledge that if it is determined that I have attempted to deceive the PRC or any other examiner by making statements or submitting evidence that are untrue or fraudulent, I shall be prohibited from taking any examination for the purpose of employment with Cuyahoga County for a period of two (2) years. I acknowledge that if I am a current Cuyahoga County employee and have been determined to have deceived the PRC and/or any other examiner in any way, my conduct shall be grounds for disciplinary action. (See Cuyahoga County Code Section 303.03(D).)

Candidate

Date