



Request for Reconsideration

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

Please fill out the following information if you wish to request a reconsideration of your application. We will not reconsider you for eligibility if your request for reconsideration is based on your belief that the requirements for the position are inaccurate or unfair. **You must submit this form and supporting documentation within five (5) calendar days after receiving your notice of rejection.** Please submit to the above email address.

Name: _____

Email: _____ Phone Number: _____

Position for which you applied: _____

Please indicate the stated reason that your application was rejected (check all that apply):

- The application was not filed within the prescribed time period.
- You did not meet one or more of the minimum qualifications (requirements) for the position.
- You made a false statement on the application.
- Other - If other, please indicate the stated reason:

Please indicate why you feel the stated reason for your rejection is in error, and provide evidence to support your claim. If your application was rejected due to an error or omission in your application profile, simply updating your profile or referring to a previously-submitted résumé is **NOT** sufficient. You must still explain your claim on this form and submit supporting documentation. The PRC will **NOT** look at documentation attached to prior requests for reconsideration; you will need to describe your experience / education in detail as well as adding any supporting documentation to verify your qualifications.