



Ventura County Community College District PERSONNEL COMMISSION

761 E. Daily Drive, Ste 200, Camarillo, California 93010
Telephone (805) 652-5513 • FAX (805) 652-7704

EXAMINATION APPEAL FORM

INSTRUCTIONS: In order to contest the outcome of any step in the selection process you must complete the form and return it to the Director, Employment Services, **within three (3) business days following notice of the examination results.** The date you are notified of the results counts as a business day.

APPLICANT INFORMATION

Applicant Name: Last _____ First _____

Employment Status: Current District Employee Not a District Employee

Contact Information: Home/Work Phone _____ Email _____

BASIS FOR EXAMINATION APPEAL

Examination / Classification Title: _____

Examination Date(s): _____

Which part of the selection and/or testing process is the subject of the appeal? Check all that apply.

- Minimum Qualifications Screening
- Training & Experience Evaluation
- Interview
- Written Examination
- Performance Test
- Other: _____

Which of the following forms the basis for your examination appeal?

PROCEDURAL ERROR FRAUD UNLAWFUL DISCRIMINATION ABUSE OF DISCRETION

Please provide a detailed explanation in support of the basis upon which you are filing an examination appeal. Allegations not supported by facts will not be considered. (Statements that only express general disagreement with test results or with the judgment of raters are not appeals and will be considered complaints.) Attach additional sheets if necessary and any relevant documents.

APPLICANT CERTIFICATION

I have read and certify that the information provided, including attachments, is accurate and complete.

_____ *Applicant Signature* _____ *Date*

PERSONNEL COMMISSION USE ONLY

DATE RECEIVED: _____

GRANTED ELIGIBLE TO CONTINUE EXAMINATION PROCESS DENIED TIMELINESS

REINSTATE TO ELIGIBILITY LIST UNFOUNDED

DATE OF RESPONSE: _____