

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

DISQUALIFICATION

**SECTION 2.05
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- A. The SCAA may eliminate an applicant from consideration for a position if the applicant:
1. does not possess the minimum licenses, certifications, educational degree or equivalent experience, or similar qualifications;
 2. does not possess the knowledge, skills, and abilities necessary to perform the essential functions of the vacant position either with or without reasonable accommodation;
 3. has not completed an employment application in its entirety;
 4. has made a false statement of material fact on the application form or supplements thereto;
 5. has committed or attempted to commit a fraudulent act at any stage of the selection process;
 6. is an alien not legally permitted to work;
 7. is eliminated from consideration for the position due to poor work habits and performance with previous employers; or
 8. cannot meet compliance with state law for positions which require a criminal records check conducted by the Ohio BCI&I.
- B. An applicant may be eliminated from consideration upon other reasonable grounds relating to job requirements (e.g., inability to perform the essential functions of the position even with reasonable accommodation).
- C. If an applicant is hired and it is subsequently discovered that any of the above disqualifying criteria apply, the SCAA may terminate the employee.