**APPLICATION PROCESS**
In an effort to improve the overall effectiveness of the recruitment process as well as reducing paper intake, the City of Burbank will no longer accept paper applications effective Monday, April 1, 2013.

If you need assistance with completing an online application you may visit the City of Burbank WorkForce Connection, 301 East Olive Avenue, Burbank, CA 91502 or call 818-238-5021.

Online applications must be filled out completely and clearly show that the minimum qualifications are met. Separate applications must be submitted for each job title. Applicants should notify Human Resources of any change of address and/or phone number.

**EXAMINATIONS**
Those applicants who appear to be among the best qualified will be selected for the examination. Examination scores determine placement on Eligibility Lists.

**RECRUITMENT EXAMINATION APPEALS**
The City of Burbank's Civil Service Rule XII, Sections 3, states that an applicant may appeal the results of a recruitment examination.  Applicants may appeal a written examination only based on a clerical or machine error, ambiguity, and/or factual error.  Applicants may appeal other parts of the recruitment examination only if mechanical errors in rating or scoring, fraud, prejudice, and/or unfair or unreasonable conduct of the examination.  Appeals must be submitted in writing to the Management Services Director within five (5) working days after the notification (date on the e-mail notification) and it must mention the specific reason(s) for and the evidence supporting the appeal request.  Any appeal that does not meet the requirements as described above will be denied.  The appellant will be notified in writing of the decision regarding the appeal.  For any additional questions regarding the appeals process, please contact Human Resources at (818) 238-5031.

**SELECTION**
An Eligibility List is created for each job title and is normally valid for one year unless sooner ran through or canceled. A vacancy is filled by any one or more of the following procedures: **the top three available candidates on the proper list or the top three whole scores on the proper list**. Names not selected after three (3) certifications are removed from the Eligibility List. The City of Burbank reserves the right to stop a recruitment for any reason prior to the creation of an Eligibility List. Created Eligibility Lists may or may not be used to fill vacancies at the will of the hiring department.

[Contact Human Resources for any questions regarding certification.](https://www.burbankca.gov/departments/management-services/contact-us)

**APPOINTMENT**
All employment offers are conditional based on successful completion of a medical examination (which will include a drug screening). Prior to a conditional offer of employment, applicants must successfully complete a reference and background check. All employees are required to take a loyalty oath.

**CITIZENSHIP**United States citizenship is not required for most positions, however, non-citizen applicants must present proof of permission to work prior to employment. Application for citizenship at least one year prior to final filing date is required for sworn police/fire positions.

**PROBATIONARY PERIOD**
Employees serve a probationary period ranging from six (6) months to one (1) year. If performance is not satisfactory, any employee may be rejected without cause or recourse during the probationary period.

**EXEMPT POSITIONS**
Employees hired into Exempt positions do not have any property or vested right to their position and may be terminated at any time without cause or recourse.

**VETERANS' PREFERENCE**
Veterans' preference is given for service during certain periods of war or national emergency (dates are on file in Human Resources) on open examinations only. Qualified veterans, widows or spouses of disabled veterans who pass the examination(s) are eligible. To claim preference, applicants must submit a copy of the DD214 or other acceptable proof of service with their application.

**EMERGENCY SERVICE**
All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster.

**EQUAL OPPORTUNITY**
The City of Burbank does not discriminate on the basis of age, sex (including pregnancy, childbirth, or related medical conditions), race, color, religion, national origin, ancestry, citizenship status, uniformed service member status, marital status, sexual orientation, gender identification, genetic characteristics, medical condition, FMLA/CFRA eligibility, or any disability protected by state or federal law in its employment actions, decisions, policies, and practices.

**Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.**