



## *CITY OF BRIDGEPORT, CONNECTICUT* **CIVIL SERVICE COMMISSION**

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### **General Civil Service Conditions**

- An application packet must be filled out completely, if required on the Job Posting. Civil Service reserves the right to reject incomplete or illegible application packets. Any application packet rejected as incomplete or illegible will be returned to the applicant via U.S. Mail.
- Applicants may obtain an application packet from the Office of the Civil Service Commission during its regular business hours, or from the City of Bridgeport's website, if required on the Job Posting.
- If an applicant does not meet the minimum qualification requirements for this position, as decided by the Personnel Director, a disqualification notice will be sent.
- Appeals for failure to meet minimum qualifications must be filed with the Civil Service Office within five (5) business days of notice of rejection of application.
- Applicants who meet the stated minimum qualifications for the position will be notified of the date, time and location of the examination, if applicable.
- It is the applicant's responsibility to update his/her address and/or phone number with the Civil Service office **in writing**.
- The Civil Service office is not responsible for undelivered/uncollected mail.
- No copies of any paperwork will be made by the staff of the Civil Service office.
- Applicants who wish to file for Resident Preference Points and/or Veterans Preference Points must file such request(s) with the Civil Service office before the closing date of the application period. There are strict requirements for such requests and it is the applicants' responsibility to make sure he/she is in compliance with these requirements. Information on the requirements for Resident and Veterans Preference Points' requests can be found on the City's website.
- The staff of the Office of the Civil Service Commission will not accept phone inquiries regarding the status of job postings, or exams, or applicant standing on lists.