

# **CIVIL SERVICE MERIT BOARD RULES – CITY OF KNOXVILLE**

## **Article 13 – Those Eligible to Apply for Civil Service Positions**

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### **SECTION 1301. AGE REQUIREMENTS FOR UNIFORMED BODIES**

All applicants for the classification of Police Officer Recruit must be at least twenty-one (21) years of age. All applicants for the classification of Firefighter Recruit must be at least eighteen (18) years of age.

### **SECTION 1302. MINIMUM QUALIFICATIONS**

All applicants must possess the minimum qualifications specified for each classification by the deadline to apply; however documentation of such qualifications may be submitted at a later date if specified on the posting announcement or other notice to the applicants.

### **SECTION 1303. REQUIREMENT OF HIGH SCHOOL EDUCATION**

No person shall be eligible to apply for a position with the uniformed bodies who does not submit evidence to the Board with his/her application that he/she has an accredited high school diploma, high school equivalency diploma, or a certificate showing a passing grade was achieved on the General Educational Development or United States Armed Forces Institute tests.

### **SECTION 1304. REJECTION OF APPLICATION**

Where the Board has rejected an applicant because of any particular disqualification, such applicant shall not be allowed to file a subsequent application for the same classification for which the same disqualification might apply; and the Executive Secretary/Director shall summarily reject such application upon its being tendered for filing. Any applicant whose application is summarily rejected in this manner by the Executive Secretary/Director shall have the right to a hearing before the Board by filing with the Board Office a written protest within five (5) days of said rejection by the Executive Secretary/Director, stating in full the reason why he should be allowed to appeal and stating any facts which would tend to overcome the reason for his previous disqualification.