



Medina County Policy Manual



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| Policy: Applicant Record Keeping | Section: Employment | Number: 2.000 |
| Issued: 09/17/07 | Reviewed/Revised: | Page #: 1 of 1 |

A. Applications

1. APPLICATIONS WILL BE ACCEPTED ONLY WHEN A POSITION HAS BEEN POSTED AND/OR ADVERTISED.
2. Human Resources will serve as the repository for all applications and Equal Employment Opportunity forms.
3. Applications received at the department level must be forwarded to Human Resources.

B. EEO Applicant Tracking

1. An Equal Employment Opportunity form will be given to each external employment candidate for completion.
2. Departments receiving applications must give an Employment Opportunity form to each external employment candidate and forward same to Human Resources.
3. The Equal Employment Opportunity form will be kept separate from the application by the Human Resources Department.

C. Retention of Applicant Records

1. Equal Employment Opportunity forms will be kept for two (2) years.
2. Applications will be kept for one (1) year.