

LIMITED ENERGY APPLICANT POOL POLICY

The State required the Committee to maintain 2 pools Ready for Employment pool and the Pool of Eligibles for Class A & Class B:

Ready for Employment Pool:

Class A is #1-6 and for Class B is #1-3 are eligible for an interview .

Pool of Eligibles Pool:

Class A and Class B are applicants who have been placed in ranked order with existing pool of eligibles applicants based on application score.

Pool of Eligible applicants will be moved to the Ready for Employment list as soon as *3 or more existing applicants* for **Class A** and *2 or more existing applicants* for **Class B** on the Ready for Employment list are hired. To move everyone rank in the pool up.

Applicants will be notified by mail of their rank on the pool each time it changes.

Applicants who have been placed in either pool shall be retained on list for a period of two years.

Applicants may be **removed from the pools** at an earlier date by their request or by the committee in accordance with the following policies and procedures. for the reasons outlined below :

Based on their request

Failure to keep the committee informed of their current address and telephone number

Failure to respond to 2 or more initial dispatches will be sent a letter to appear before the committee.

- * If the applicant fails to appear the applicant of their removal from the pool.

Failure to respond to the survey within the established timeline will be considered as a request to be removed from the ranked pool.