

OFFICIAL USE ONLY

Date Received _____
Received By _____
Case Number _____

County of Orange
Human Resource Services
400 W. Civic Center Drive, 2nd Floor
Santa Ana, California 92701

RECRUITMENT COMPLAINT FORM

Before completing this form, please refer to [ARTICLE IX "RECRUITMENT APPEALS PROCEDURE" OF THE ORANGE COUNTY RECRUITMENT RULES AND POLICIES](#). If you are unable to access the document electronically, copies of these rules are available for review at: County of Orange - Human Resource Services Reception, 400 W. Civic Center Drive, Second Floor, Santa Ana, CA 92701.

Recruitment Complaints alleging misapplication of the Recruitment Rules or discrimination in the administration of the Recruitment Rules must be filed with the Human Resource Services within **14 calendar days from the date of the alleged violation or 14 calendar days from the date the notification was mailed or emailed**, regarding your status in the disputed portion of the selection procedure.

***Complaints which do not provide a clear understanding of the issue are subject to rejection.
(Recruitment Appeals Procedure ARTICLE IX, Section 2)***

TO BE COMPLETED BY COMPLAINANT (Please type or print with black or blue ink.)

Title of recruitment in which the alleged violation occurred: _____

Approximate date applied: _____

Date of occurrence, which gave rise to your complaint, or date your recruitment procedure notification was mailed/emailed: _____

Name: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone: *Business* () _____ *Home* () _____ *Mobile* () _____
Area Area Area

Are you a County employee? _____ *Yes* _____ *No*

If yes, state your job classification: _____

Current Agency/Department: _____

Which specific Article(s)/Section(s)/Paragraph(s)/Sub-Paragraph(s) of the [Recruitment Rules](#) do you claim were violated?

Give a clear and concise explanation of how you feel the [Recruitment Rules](#) were violated. (If more space is needed, attach a separate sheet.)

How do you feel the alleged violation adversely affected your status in the recruitment procedure? (If more space is needed, attach a separate sheet.) _____

What specific remedy do you seek?

Are you alleging discrimination? _____ Yes _____ No

If "yes", please answer the following questions - check all that are applicable:

Basis of your allegation: *Race* _____ *Color* _____ *Sex* _____ *Age* _____ *Religion* _____ *Pregnancy* _____

Marital Status _____ *Physical/Mental Disability/Medical Condition* _____ *National Origin/Ancestry* _____

Genetic Information _____ *Sexual Orientation* _____ *Gender Identity* _____ *Political Affiliation* _____

Veteran Status _____

What information do you have to indicate that you were affected by discrimination? Please be as specific as possible and include all pertinent dates, names and incidents involving the alleged discrimination. (If more space is needed, attach a separate sheet.)

List names, job titles and phone numbers (if possible) of witnesses you feel can provide evidence.

Have you filed a grievance or complaint regarding this matter under any other County appeal procedure?

_____ Yes _____ No If "yes", which procedure? _____

What is the current status of the above?

Have you filed a complaint regarding this matter with any other agency? _____ Yes _____ No

If yes, what agency? _____

Are you being represented? _____ Yes _____ No If "yes", please provide name, address and telephone number of your representative _____

Signature of Complainant
(Complaint Form Must Be Signed by Complainant)

Date Submitted

Send Original Signed Copy to:
County of Orange - Central Recruitment
400 W. Civic Center Drive, Second Floor
Santa Ana, CA 92701

OR *Send Signed Electronic Version to:
recruitmentcomplaints@ceo.oc.gov

*All documents and attachments corresponding to the Recruitment Complaint must be in the same email submission. Submissions will be considered timely filed if the County's email system time stamp reflects that the entire document was received before 11:59 p.m. Pacific Time Zone on the due date prescribed by the Recruitment Rules and Policies. After 11:59 p.m. on the due date is considered the beginning of the next day. Generally, the County will not excuse an untimely filing due to technical difficulties, e.g., (a) problems with a user's internet service provider, telephone lines, hardware, or software; or (b) rejection of a document because it contains a virus. As a courtesy, the County shall send a confirmation email message referencing receipt of the Recruitment Complaint. If such receipt is not received within two (2) business days of submission, please contact recruitmentcomplaints@ceo.oc.gov. Failure to receive a courtesy confirmation communication from the County does not, in any way, extend the complainant's deadline to timely file the Recruitment Complaint; the due date prescribed by the Recruitment Rules and Policies shall remain effective.

For electronic submissions, please redact non-essential sensitive personally identifiable information and personal health information. Examples include date of birth, full social security numbers, full taxpayer-identification number, full credit card or debit numbers, driver's license numbers, and the full names of clients or minors. You may substitute non-sensitive and de-identified placeholders (e.g., initials of minors) if necessary to make a document(s) more understandable. Kindly note whether the electronic submission has been changed because of redactions or modifications on the form or attachments.

All submissions, including electronic submissions, must be signed. Electronic signature will suffice upon submission. A physical or "wet" signature may subsequently be required for verification purposes.