



Conejo Valley Unified School District

HUMAN RESOURCES DEPARTMENT
PERSONNEL COMMISSION
750 Mitchell Road, Newbury Park, California 91320
Telephone (805) 498-4557

EXAMINATION APPEAL FORM

INSTRUCTIONS: In order to contest the outcome of any step in the selection process you must complete the form and return it to the Director, Human Resources, **no later than 7 days following notice of the examination results.**

APPLICANT INFORMATION

Applicant Name: Last _____ First _____

Employment Status: Current District Employee Not a District Employee

Complete section only if current employee: Current Classification: _____
Department/School Site: _____

Contact Information: Home/Work Phone _____ Email _____

BASIS FOR EXAMINATION APPEAL

Examination Title/Type: _____

Examination Date(s): _____

Which part of the selection and/or testing process is the subject of the appeal? Check all that apply.

- Minimum Qualifications Screening
- Training & Experience Evaluation
- Oral Interview
- Written Examination
- Performance Test
- Other: _____

Which of the following forms the basis for your examination appeal?

PROCEDURAL ERROR FRAUD UNLAWFUL DISCRIMINATION ABUSE OF DISCRETION

Please provide a detailed explanation in support of basis upon which you are filing an examination appeal. Attach additional sheets if necessary and any relevant documents.

APPLICANT CERTIFICATION

I have read and certify that the information provided, including attachments, is accurate and complete.

Applicant Signature _____
Date

PERSONNEL COMMISSION USE ONLY

TYPE OF APPEAL RECEIVED: ADMINISTRATIVE PERSONNEL COMMISSION DATE RECEIVED: _____

GRANTED ELIGIBLE TO CONTINUE EXAMINATION PROCESS DENIED TIMELINESS
 REINSTATE TO ELIGIBILITY LIST UNFOUNDED

DATE OF RESPONSE: _____