

**REFUSALS OF EMPLOYMENT AND WITHHOLDING OF NAMES**

An eligible candidate may refuse to be considered for a given position and retain eligibility. However, a third refusal of consideration for regular employment will result in removal from the eligibility list.

Names of eligible candidates may be withheld from consideration for vacant positions for any of the following reasons:

1. A written request from the eligible for removal.
2. Refusal to consider selection interview appointment or unavailable for selection interview appointment.
3. Refusal to respond, or unable to be reached within three days for confirmation of candidacy.
4. Failure to keep established appointments, or to present papers, licenses or other required credentials.

Notice to eligibles of removal shall be by registered mail.