

**THURSTON COUNTY CIVIL SERVICE  
PRE-EMPLOYMENT SCREENING STANDARDS**

Prior to being placed on a Civil Service eligibility list, entry and lateral applicants must complete a Personal History Questionnaire (PHQ). Pursuant to Civil Service Rule 5.6, applicants must meet the Thurston County Civil Service pre-employment screening standards. Based upon the answers provided on an applicant's PHQ, applications may be rejected under Civil Service Rule 5.8 B. for failing to meet these standards.

Decisions to reject applications are made by the Chief Examiner. Applicants rejected under Civil Service Rule 5.8 B. may request a review of their rejection of application pursuant to Civil Service Rule 5.8 B.1. If you have questions about the civil service application process or the PHQ, please call the Civil Service Chief Examiner at 360-786-5249. To view the Civil Service Rules, click this [link](#).

The following information is provided to demonstrate the Civil Service pre-employment screening standards; **this is not meant to be an exhaustive list**:

**Automatic Rejection Factors**

**Any one or a combination of these factors will be cause for rejection of application**

Use of marijuana/THC since date of application	Any illegal drug use other than marijuana/THC in the last 3 years	Use of a prostitute within the last 3 years
		Felony conviction as an adult
Illegal sexual relations with a minor	A domestic violence conviction	DUI conviction within the last 5 years

**Potential Rejection Factors**

**Any one or a combination of these factors may be cause for rejection of application**

Conduct	Application Process	Employment History
History of behavior demonstrating anger control problems	Failure to notify Civil Service of a change of address	Significant non-judicial punishment in the military (e.g., Article 15 or Captain's Mast)
Pattern of fighting (physical or verbal)	Failure to timely respond to a request for contact, to provide requested information required for an examination or background investigation, or not appearing at the time and place designated for examination.	
Prejudice or bigotry toward a class of people		Unsatisfactory work history
Discriminatory action, including sexual harassment		Significant history of disciplinary or corrective action, including being late to work and abuse of unscheduled leave
History of fiscal irresponsibility	False statements on any application materials with regard to any material facts	Insubordination
Untreated alcohol or substance abuse	Driving Record	
Drug Standards	More than one DUI conviction in a lifetime	Criminal History
Pattern of illegal use of drugs in the past 10 years	Multiple traffic infractions within the last five years (e.g., no liability insurance, no driver's license or speeding)	Criminal conduct as an adult
Excessive illegal use of drugs prior to the past 10 years	Knowingly driving without a valid driver's license or without car insurance for an extended period	Any act of domestic violence