

CITY OF TORRANCE - CIVIL SERVICE COMMISSION
INSTRUCTIONS FOR FILING A REQUEST FOR THE SPECIAL ADMINISTRATION OF AN
EXAMINATION

If you have questions, you may call (310) 618-2956 or (310) 618-2967.

SECTION I: *Timely Request*

This form is to request the special administration of an examination. Such a request must be made prior to the scheduled date of the examination. Requests received subsequent to the administration of any examination part must provide compelling evidence that prior notice could not have been given. Failure of the U.S. Postal Service to deliver notice of an examination in a timely and efficient manner in and of itself shall not constitute just cause.

SECTION II: *Special Circumstances*

Special administrations can be made to those applicants who are unavailable for examination due to:

- a. The death of an immediate family member (as defined by the Torrance Municipal Code.)*
- b. Subpoena from a Court or officially recognized hearing body.
- c. Serving on jury duty.
- d. Religious reasons.
- e. Military service other than routine military duties.

* The Torrance Municipal Code (14.36.5) defines immediate family members as: spouse, mother, mother-in-law, father, father-in-law, sister, brother, child or guardian.

SECTION III: *Other*

Out of area applicants may also request the special administration of an examination. **

** The Policy of the Civil Service Commission indicates that the avoidance of unnecessary expense to an applicant shall be sufficient cause for an out of area examination.

SECTION IV: *Supporting Documentation*

Satisfactory evidence substantiating the special administration request must be provided to the Civil Service Manager at the time of the request.

Submit request to:

City of Torrance
Civil Service Commission
Brienne Cohen, Civil Service Manager
3231 Torrance Blvd, Torrance CA 90503.
E-mail: CivilServiceCommission@TorranceCA.Gov
Fax: (310) 618-2726

CITY OF TORRANCE – CIVIL SERVICE COMMISSION
EXAMINATION SPECIAL ADMINISTRATION REQUEST FORM
(Instructions for completing this form are on the other side of this sheet)

First Name

Last Name

Address, City, State, Zip

E-mail address

Phone Number

Examination Title

Examination Date

I. Are you filing a request prior to the scheduled date of the examination? Yes No

What type of exam are you requesting a special administration?

- Written Exam
- Performance Exam
- Panel Interview
- Other

II. Reason – What is the reason for your request?

- Death of an immediate family member (spouse, mother, mother-in-law, father, father-in-law, sister, brother, child or guardian).
- Subpoena from a Court or officially recognized hearing body.
- Serving on jury duty.
- Religious reasons.
- Military service other than routine military duties.
- Other (Please explain)

III. Supporting Documentation

This form must be accompanied by copies of substantiating documents that support the reason for your request.

Have you attached documentation supporting your request? Yes No

Signature

Date