

CIVIL SERVICE SUPPORT
REQUEST FOR CERTIFICATION OF ELIGIBLES FROM
OPEN-COMPETITIVE ___ OR PROMOTIONAL LIST ___

REQUESTING COLLEGE: _____

1. Please forward a certification of eligible candidates for:

(Title/Specialty of a Vacant Position)

2. The number of vacancies to be filled from this certification is/are: _____

3. This certification will be used to fill the approved vacancy #: _____

(If there are several vacancies, all vacancy numbers have to be accounted for at the below space provided:

4. This position is for (Check one):

___ Days ___ Nights ___ Temporary Assignment ___ Rotating Shifts

5. This position is at a salary of \$ _____ per year

6. This position is located at: _____

Borough

7. This positions formerly held by _____
who has ___ resigned, ___ been promoted, ___ been granted leave for ___ months.

8. New Hire: ___ Yes ___ No

SPECIAL REQUIREMENT(S) WHICH MAY EXIST IN REGARD TO THIS POSITION (SPECIFY BELOW)

LICENSE _____
OTHER _____

Please submit this form via e-mail to Sharlene Warde of **CIVIL SERVICE SUPPORT**

This form has to be signed by Director of Human Resources Department or his/her designee of the requesting college.

Signature

Date

DO NOT WRITE BELOW THIS LINE

() You may hire provisionally pending the establishment of an eligible list for the title.

() You currently have a certification of candidates in the following title:
_____. The certification has expired as of _____. Please return this
certification (disposition) showing what action has been taken before a new certification will be sent to you.

Ludwig (Lou) Vouitsis

University HR Director of Classified Staff