

REQUEST FOR CERTIFICATION OF ELIGIBLE LIST

**Dutchess County Department of Human
Resources
Examinations Unit
22 Market Street
Poughkeepsie, NY 12601
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Instructions...

- ◆ Complete and submit this form by e-mail to HRExams@dutchessny.gov to request a certification of eligibles to make a *permanent, temporary or contingent permanent* appointment.
- ◆ Use a separate form for each title you wish to appoint to.
- ◆ No provisional or temporary appointment can be approved if there is an appropriate eligible list available.
- ◆ For further information, call 486 - 2169.

Department / Agency Information:

Date: _____
 Dept./Agency: _____
 Address: _____

 Contact Email: _____
 Contact/Phone: _____ - _____ (Ext. _____)

Signature/Title of Appointing Officer: _____

Position Information:

Title: _____
 Unit/Division/Location: _____
 Number of Vacancies to be Filled: _____

Appointing Salary: _____
 Hours (from/to): _____
 School Clerical (circle):
 12 month 10 month

Type of Appointment:

<input type="checkbox"/> Permanent Probationary	<input type="checkbox"/> New position classified _____ <input type="checkbox"/> Position last held by _____, who: <input type="checkbox"/> resigned/terminated on _____ <input type="checkbox"/> was promoted and completed probation <input type="checkbox"/> transferred and completed probation
<input type="checkbox"/> Temporary	<input type="checkbox"/> Position held by _____, who was granted a leave of absence for: <input type="checkbox"/> promotion to another position <input type="checkbox"/> sick leave <input type="checkbox"/> military leave <input type="checkbox"/> other _____ <input type="checkbox"/> Position created temporarily on _____
<input type="checkbox"/> Contingent Permanent	<input type="checkbox"/> Position last held by _____, who was promoted to _____, and is: <input type="checkbox"/> provisional <input type="checkbox"/> temporary <input type="checkbox"/> serving probation