

REQUEST FOR CERTIFICATION OF ELIGIBLE LIST

<p>Dutchess County Department of Human Resources Examinations Unit 22 Market Street Poughkeepsie, NY 12601 ♦♦♦♦♦♦♦♦♦♦ FAX: 486 - 2186</p>	<p>Instructions...</p> <ul style="list-style-type: none"> ♦ Complete and submit by mail or FAX to request a certification of eligibles to make a <i>permanent, temporary</i> or <i>contingent permanent</i> 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.
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Department / Agency Information:

<p>Date: _____</p> <p>Dept./Agency: _____</p> <p>Address: _____</p> <p>_____</p> <p>Contact/Phone: _____ - _____ (Ext. _____)</p>	<table border="0"> <tr> <td style="text-align: right;">Dutchess County</td> <td style="text-align: left;">Depts Only</td> </tr> <tr> <td style="text-align: right;">Dept. Number:</td> <td>_____</td> </tr> <tr> <td style="text-align: right;">Budget Line #:</td> <td>_____</td> </tr> <tr> <td style="text-align: right;">Vac Approval Date:</td> <td>_____</td> </tr> </table>	Dutchess County	Depts Only	Dept. Number:	_____	Budget Line #:	_____	Vac Approval Date:	_____
Dutchess County	Depts Only								
Dept. Number:	_____								
Budget Line #:	_____								
Vac Approval Date:	_____								

Signature/Title of Appointing Officer: _____

Position Information:

<p>Title: _____</p> <p>Unit/Division/Location: _____</p> <p>Number of Vacancies to be Filled: _____</p>	<p>Appointing Salary: _____</p> <p>Hours (from/to): _____</p> <p>School Clerical (circle):</p> <p style="text-align: center;">12 month 10 month</p>
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Type of Appointment:

<p><input type="checkbox"/> Permanent Probationary</p>	<p><input type="checkbox"/> New position classified _____</p> <p><input type="checkbox"/> Position last held by _____, who:</p> <p style="padding-left: 20px;"><input type="checkbox"/> resigned/terminated on _____</p> <p style="padding-left: 20px;"><input type="checkbox"/> was promoted and completed probation</p> <p style="padding-left: 20px;"><input type="checkbox"/> transferred and completed probation</p>
<p><input type="checkbox"/> Temporary</p>	<p><input type="checkbox"/> Position held by _____, who was granted a leave of absence for:</p> <p style="padding-left: 20px;"><input type="checkbox"/> promotion to another position <input type="checkbox"/> sick leave</p> <p style="padding-left: 20px;"><input type="checkbox"/> military leave <input type="checkbox"/> other _____</p> <p><input type="checkbox"/> Position created temporarily on _____</p>
<p><input type="checkbox"/> Contingent Permanent</p>	<p><input type="checkbox"/> Position last held by _____, who was promoted to _____, and is:</p> <p style="padding-left: 20px;"><input type="checkbox"/> provisional <input type="checkbox"/> temporary <input type="checkbox"/> serving probation</p>