

REQUEST FOR CERTIFICATION OF ELIGIBLE LIST

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

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:

☐ Permanent Probationary

- ☐ New position classified _____
- ☐ Position last held by _____, who:
- ☐ resigned/terminated on _____
 - ☐ was promoted and completed probation
 - ☐ transferred and completed probation

☐ Temporary

- ☐ Position held by _____, who was granted a leave of absence for:
- ☐ promotion to another position ☐ sick leave
 - ☐ military leave ☐ other _____
- ☐ Position created temporarily on _____

☐ Contingent Permanent

- ☐ Position last held by _____, who was promoted to _____, and is:
- ☐ provisional ☐ temporary ☐ serving probation