** VACANCY BIDDING FORM **

** ALL COPIES OF THIS FORM MUST BE SIGNED, DATED, AND POSTMARKED OR DELIVERED TO THE LOCATION INDICATED ON THE VACANCY ANNOUNCEMENT NO LATER THAN 4:00 P.M. ON THE CLOSING DATE OF THE ANNOUNCEMENT. **

VACANT POSITION CLASS TITLE: ________________________________________________

VACANT POSITION NUMBER: __________________________________________________

LOCATION OF VACANCY: ______________________________________________________

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** APPLICANT INFORMATION **

(Please Print)

<table>
<thead>
<tr>
<th>Name: __________________________</th>
<th>Social Security Number: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address: ___________________</td>
<td>Work Phone: ___________________________</td>
</tr>
<tr>
<td>Home Phone: _____________________</td>
<td>_____________________________________________</td>
</tr>
</tbody>
</table>

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** CURRENT EMPLOYMENT INFORMATION **

<table>
<thead>
<tr>
<th>Current Class Title: __________________________</th>
<th>Department: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee #: ________________________________</td>
<td></td>
</tr>
</tbody>
</table>

IF YOU ARE NOT CURRENTLY IN THE SAME CLASSIFICATION AS THE VACANT POSITION, HAVE YOU TAKEN A CIVIL SERVICE EXAMINATION FOR THE VACANT CLASS LISTED ABOVE?  

☐ Yes  ☐ No

____________________________________  ______________________ 
Applicant Signature  Date

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** PERSONNEL USE ONLY **

| CURRENT STATUS: ☐ REGULAR  ☐ PROBATIONARY  ☐ WAGE  ☐ NON-CIVIL SERVICE |
|-----------------------------------------------|-----------------------------|
| CURRENT CLASS CODE/TITLE: ____________________ | PAY RANGE/STEP: ____________ |
| OVERALL PERFORMANCE EVALUATION SATISFACTORY? ☐ Yes  ☐ No |

☐ Eligible – Informal evaluation subject to certification by the Civil Service Commission  
☐ Not Eligible for This Position

** REMARKS **

☐ Your name has been referred to the interviewer, and you will be contacted for an interview.  
☐ You may only be considered for reinstatement to a position in the same or comparable class for which you held regular Civil Service status.  
☐ Bidding is limited to individuals with Civil Service status.  
☐ You must currently occupy or have previously held regular Civil service status as a:  
☐ Another employee holds contractual rights to this position.  
☐ You do not meet the minimum experience and training requirements.  
☐ Promotion without examination does not apply.  
☐ Other:

____________________________________  ______________________  ____________  
Evaluator Signature  Evaluator Phone #  Date

Created: 02/08/10