



ELIGIBLE LIST CERTIFICATION REQUEST

The Personnel Officer shall determine the eligible list most nearly appropriate for the position to be filled. Certification will be valid for 30 days only. It may be extended for an additional 30 days with prior approval.

**CHAUTAUQUA COUNTY
DEPARTMENT OF HUMAN RESOURCES**
3 North Erie St., Mayville, NY 14757-1007
716 753- 4237 or 716 753-4682
cchr-municipal@co.chautauqua.ny.us

Before completing this form check with our office about availability of OPEN POSITION(S) and CURRENT ELIGIBLE LIST

1) **DATE OF REQUEST:** (mm/dd/yyyy)

2) **AGENCY NAME:**

3) **VACANCY LOCATION:**

Building/Facility Name:

Address:

City:

State:

Zip:

4) **VACANCY INFORMATION:** (If this is a new position, please attach a New Position Duties Statement)

Civil Service Position/Title Name:

Last Employee Holding Position/Title:

Number of Vacancies: Average Hours Per Week:

Pay Rate/Range to **All Appointments From This Certification Have to be Within This Pay Range**

Type of Vacancy: Full-time- For How Many Months? Part-time - For How Many Months?

Temporary **3 to 6** Months

Temporary **Over 6** Months

5) **TYPE OF CERTIFICATION REQUESTED:** (Canvass Letters should have a **return date of 7 to 10 days**. Agencies may be bound to a **Resident List, Preferred List or Promotional List** per Civil Service Law.)

RESIDENT LIST Canvass Letters? YES NO Canvass Letters Return Date:

FULL LIST Canvass Letters? YES NO Canvass Letters Return Date:

6) **SIGNATURE OF APPOINTING AUTHORITY OR DESIGNEE:**

Name & Title:

Date:

7) **CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES ONLY:**

PROVISIONAL SERVING? YES NO Is Pay Rate Lower than Provisional Start Rate? YES NO

AVAILABILITY:

Agency bound to a Preferred List or Resident List? YES NO Open Roster Position Number(s)

TYPE OF ELIGIBLE LIST CERTIFIED:

PREFERRED YES NO RESIDENT LIST YES NO PROMOTIONAL YES NO

OPEN COMPETITIVE YES NO **Eligible List Certified Through Rank of**

CERTIFICATION DATA ENTRY: Eligible List Title

Certification No: C20 - Eligible List Number # Date of Certification/Canvass Letter

Certification Return Date Canvass Return Date

INSTRUCTIONS FOR AGENCY/NOTES:

CERTIFICATION TRACKING:

Date Certification Extended Date Certification Received Was Action Taken YES NO

Canvass Letters Re-Canvass YES NO Re-Canvass Letters Return Date

Canvass Results Entered in DB Application Tracking Updated RPC Received