

**JOB BID FORM****FOR HUMAN RESOURCES USE ONLY** Copy sent

Date: _____

Initials: _____

Completed forms and any additional required documents should be forwarded to the address listed in the "How to Apply" section on the Job Announcement.

Vacant Position #:	Vacant Position Job Title:	
Employee Name:	Current Classification:	
Current Work Section, Division, Bureau:	Employee #:	Work Phone #:

_____	_____
Applicant Signature	Date

FOR HUMAN RESOURCES USE ONLY**Based on submitted documentation, the candidate is not eligible to interview for this position because:**

- Incomplete/Inaccurate bid packet.
 - Did not provide most recent EPR.
 - Did not provide all specified forms.
- Not the most senior bidding candidate for this position.
- Not currently employed within the established seniority unit for this vacancy.
- Bid was not received by 5:00 pm on the closing date of the posting.
- Does not meet the "seniority criterion" for promotion without exam because does not have one year in the next lower classification.
- Does not meet the "meritorious service" criteria as required for promotion without examination.
- May be considered for reinstatement only to a classification/position in a pay group equal to or less than that of the job held with regular Civil Service status.
- Bidding is limited to individuals with regular Civil Service standing.
- Not a current/previous Civil Service covered employee.
- Only bidders in the option(s) to fill checked below were considered.
 - Promotion Without Exam Reinstatement
 - Reassignment/Lateral Demotion
- A Civil Service list was used for the selection.
- Another employee holds contractual rights to this position.
- Does not meet the minimum experience and training requirements.
- Position filled through furlough process.
- Other