

APPLICATION REVIEW REQUEST

PURPOSE OF APPLICATION REVIEW

- APPOINTMENT TO A POSITION IN A JURISDICTIONAL CLASS (Non-Competitive, Labor or Exempt) THAT DOES NOT REQUIRE EXAMINATION.**
HELPS PROGRAM
APPOINTMENT TO A POSITION PURSUANT TO CIVIL SERVICE LAW § 55-a.
- APPOINTMENT AS A PROVISIONAL TO A POSITION IN THE COMPETITIVE CLASS THAT REQUIRES EXAMINATION TO OBTAIN PERMANENT STATUS.** A recent Certification of Eligible Request (within the last 45 days) must have been submitted to the Department of Personnel to request confirmation that there is no active or mandatory eligible list in existence for the specified title.
- APPOINTMENT TO A TEMPORARY POSITION.** Prior approval from the Commissioner of Personnel must have been requested and received for the position itself.
- RECLASSIFICATION TO A COMPETITIVE TITLE.** Prior approval of PO-27 must have already been received.
- TRANSFER OR RESIGNATION/REINSTATEMENT.**

DATE: _____

PLEASE REVIEW AND EVALUATE THE ATTACHED APPLICATION FOR:

Civil Service Title (must match Job Specification)

Candidate's Name

County Department/Local Jurisdiction

Requestor's Name

Title

Email

Contact #

**GUIDELINES FOR THE SUBMISSION OF APPLICATIONS FOR NON-
EXAMINATION EMPLOYMENT OPPORTUNITIES**

- A **separate** application and cover sheet must be submitted by the appointing authority for each application submitted.
- The application must be filled out in its entirety. If any of the fields are blank or incomplete, the application cannot be approved.
- Employment history **must include** accurate dates of employment, hours worked per week, and description of duties.
- The application must be **signed and dated**.
- Former names must be provided, specifically for titles requiring submission of transcripts.
- For positions requiring special licenses and/or certifications, copies of such documents must be included with the application.
- Submitter should review application for accuracy as well as minimum qualifications on job specification to ensure the candidate meets them.
- The application must be approved before the candidate is placed on the payroll and can begin working.
- If you are submitting a revised application, please do not submit this cover sheet. Indicate in your subject line of email “revised application” and email to rcexams@co.rockland.ny.us.