

**“AN EQUAL OPPORTUNITY EMPLOYER”**

DEPARTMENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LIST #: \_\_\_\_\_

DATE: \_\_\_\_\_

**THIS IS NOT A JOB OFFER. IT IS ONLY AN INQUIRY AS TO YOUR INTEREST AND AVAILABILITY FOR EMPLOYMENT. PLEASE INDICATE ANY CORRECTIONS IN YOUR NAME OR ADDRESS.**

Name:  
Address:

**Please read the information provided on both sides of this form;** then complete the appropriate statement below and return it to the above address. We must receive your reply within 10 days from the date of this letter. If your reply is not received within 10 days, it will indicate that you are not interested and you will not be considered for future employment in any position filled from this eligible list.

Title:  
Location:  
Special Conditions:

Salary \*:  
Duration:

**\*\*PLEASE READ THE REVERSE SIDE BEFORE COMPLETING THIS SECTION; THEN COMPLETE PART A OR PART B AND SIGN AT THE BOTTOM. \*\***

**A. STATEMENT OF AVAILABILITY** (Check below and sign at bottom):

( ) Yes, I am interested in employment in this position.  
Please indicate the telephone number at which you may be reached: Days \_\_\_\_\_; after 5PM \_\_\_\_\_

**B. STATEMENT OF UNAVAILABILITY** (Check reason below and sign at bottom):

- | <b>REASON</b>   | <b>EFFECT</b>  |
|---|--|
| ( ) I am <u>not</u> available for employment in this position.  | Your name will be removed from the eligible list.  |
| ( ) *Salary-Contractual agreements may authorize salary above minimum for internal promotions. If this is the case, indicate acceptance of stated minimum salary. | Your name will not be certified for the same or lower salary. You will be certified to higher salary levels, if any. <b>For your name to be certified for any position in this title, you must indicate the salary you are willing to accept: \$_____.</b> |
| ( ) Geographic Location   | Your name will not be certified to this geographic location again. <b>For your name to be certified for any position, you must indicate the exact areas in which you are interested: _____</b><br>_____  |
| ( ) Required Hours  | Your name will not be certified again for these hours. Indicate the hours in which you are interested:<br>_____  |
| ( ) Temporary Position  | Your name will not be certified again for any temporary position. You will continue to be certified for permanent and contingent permanent positions.  |
| ( ) Contingent Permanent  | Your name will not be certified again for any contingent permanent or temporary positions. You will continue to be certified for permanent positions.  |
| ( ) Temporary Inability – state reason  | If approved, your name will not be certified from this eligible list until after and duration documented ending date: _____  |

**DATE** \_\_\_\_\_

**SIGNATURE OF CANDIDATE** \_\_\_\_\_

**NAME (PRINT)** \_\_\_\_\_

**YOUR REPLY TO THIS CANVASS LETTER MUST BE RECEIVED WITHIN 10 DAYS OF THE DATE OF THIS LETTER TO KEEP YOUR NAME ACTIVE ON THIS ELIGIBLE LIST.**

### SELECTION

This letter is an inquiry as to your interest and availability for employment. It should not be interpreted to mean that you will definitely be appointed to this position. Appointment is dependent upon your availability, the result of interviews, your ranking on the list, and the possible selection of another qualified eligible. Accordingly, you should not leave your present employment. Although we may not communicate with you again concerning this employment opportunity, we want to assure you that your interest and availability will be given every possible consideration.

### NEED FOR PROMPT REPLY

Reply immediately to this letter. Your reply must be **received** within 10 days of the date of this letter in order to be considered for employment. If you are late in replying, your name will be removed from the eligible list.

### CIVIL SERVICE REGULATIONS

Civil Service regulations specify that the name of a person declining appointment shall be removed from the eligible list unless declination is for one or more of the following reasons:

- 1) Insufficiency of compensation offered: Broome County requires that the candidate indicate the acceptable salary.
- 2) Geographic location of employment: Broome County requires that preference of location be indicated by the candidate. The Broome County Department of Personnel has the right to determine the appropriateness of the request.
- 3) Temporary incapacities may be granted:
  - 1) medical requests require a doctor's statement including exact ending date but not a diagnosis;
  - 2) educational requests require proof of enrollment and will be granted until the end of the current semester for full-time matriculated students.

### AVAILABILITY FOR EMPLOYMENT

You will normally be expected to report for work within two weeks of the date of selection. If you are unable to report within the requested timeframe, a lower ranking eligible may be appointed, and your name will be removed from the eligible list. However, you may be able to make other arrangements at the pre-employment interview. If you are unable to accept due to a temporary inability, you may request one (see above).

### EFFECT OF FAILURE TO REPORT FOR INTERVIEW OR START WORK

If you fail to report for an interview, or fail to report for work after being selected, your name will be removed from the eligible list.

### REINSTATEMENT TO THE ELIGIBLE LIST

If your name is removed from an eligible list, you may request reinstatement to that eligible list. This must be done in writing with an explanation of your actions (i.e. why the canvass letter was not returned within 10 days or why you declined a position). Consideration will then be given to your request. Reinstatement requests are reviewed monthly. Each candidate can be granted only one reinstatement per eligible list.

### SALARY

The starting salary mentioned on the front of this letter includes any differential that may apply. Eligibles who are entitled to higher beginning salaries due to current service should discuss this point at the time of interview. Salary increases are subject to future management and employee organization negotiations and contract agreements, and are subject to approval by appropriate authorities.

### TEMPORARY OR CONTINGENT PERMANENT EMPLOYMENT

Declination of a temporary or contingent permanent appointment does not affect your future consideration for permanent appointment. Acceptance of a temporary appointment does not affect your future consideration for permanent appointment. Acceptance of a contingent permanent appointment will remove your name from further consideration for permanent appointment. In any case, your reply must be received within 10 days of the date of this letter.