

*Please use your own official stationery.*

Date: \_\_\_\_\_ Certification Number: \_\_\_\_\_

**DESCRIPTION OF POSITION TO BE FILLED**

Position Title: \_\_\_\_\_ Number of Vacancies: \_\_\_\_\_  
Permanent  Temporary  Military Substitute   
Full-Time  Intermittent  Reserve

**NOTIFICATION OF EMPLOYMENT**

To the Personnel Administrator:

As the legal Appointing Authority I have selected the undersigned individuals for appointment in accordance with the law and the Personnel Administration Rules as follows:

I, the signed appointee, hereby certify, under the penalties of perjury, that I have not paid and have agreed not to pay, and to the best of my knowledge, no other person has paid nor agreed to pay any money or other thing of value to any person in anticipation or as a result of my appointment. I hereby accept the appointment with the understanding that, under the Civil Service Law and Rules, appointments are governed as follows:

- Permanent appointments are subject to a probationary period of six months (twelve months for police and fire forces).
- Temporary appointments are for the duration of the vacancy.
- Military substitute appointments are temporary subject to the provisions of Chapter 708, Acts of 1941, as amended.

Date Of Birth	Name, Home Address, S. S. # of Appointee	Appt. Effective Date	Appointee's Signature

Signed \_\_\_\_\_

(Officer authorized by law to make appointments)

If appointee is in military service, statement to that effect should be made.

\_\_\_\_\_  
Name (please print or type) Title