

Broome County Department of Personnel

Barbara J. Fiala, Broome County Executive • Michael W. Klein, Personnel Officer



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(607) 778-2185 • Fax (607) 778-2148 • Website: www.gobroomecounty.com

AFFIRMATION OF TEMPORARY APPOINTMENT STATUS

I understand that I am being considered for/have been given a temporary appointment to the **competitive** position of

_____ in _____
Title Department (not unit)

Section 64 of Civil Service Law allows a qualified candidate to be appointed to fill a temporary vacancy. The position I am being offered is temporary until _____.

As a temporary appointee:

- I understand there is no guarantee that the temporary position to which I am being appointed will become permanent.
- I understand even if the temporary appointment becomes permanent, I am not entitled to the position.
- I understand that to be eligible for appointment to a permanent position I must be among the top three interested candidates on a current eligible list for the position.
- I understand that if the civil service examination is posted during my temporary appointment, I must apply to take/retake the examination. I understand that if I have any questions regarding my need to take/retake the examination, I should call the Broome County Department of Personnel (778-2185) to discuss the matter.

Candidate name (print): _____

Candidate signature: _____

Date: _____

THE ORIGINAL OF THIS FORM WILL BE PLACED IN THE EMPLOYEE'S PERSONNEL FILE IN THE BROOME COUNTY DEPARTMENT OF PERSONNEL.