

City of Milwaukee

REQUEST FOR PROMOTION WITHOUT COMPETITIVE EXAMINATION (RULE IV, SEC 9)

INSTRUCTIONS: Complete appropriate sections of this form. Retain one copy for your records. Send original and a copy to DER, Room 706, City Hall. Upon DER approval, the copy will be used as a personnel requisition and a Notice of Appointment will be sent to your Payroll section. Please attach additional sheets if necessary.

DEPT/DIVISION		DATE
PROMOTION REQUESTED FOR		
LAST NAME	FIRST NAME	INITIAL
EMPLOYEE ID #	RACE	GENDER
PRESENT TITLE	PAY RANGE GRADE	
REQUESTED TITLE	PAY RANGE GRADE	EEO JOB GROUP
PREVIOUS INCUMBENT	F&P COMMITTEE APPVL. DATE (EXCEPT MPS)	
WHY AND HOW WAS THIS EMPLOYEE SELECTED FOR PROMOTION?		
OTHER PERSONS IN DEPARTMENT ELIGIBLE FOR POSITION BASED ON LAST ANNOUNCED REQUIREMENTS		
TOTAL ELIGIBLE	NO. OF MINORITIES	NO. OF FEMALES
DIPLOMAS, DEGREES RECEIVED		
ADDITIONAL JOB-RELATED EDUCATION, TRAINING IN PAST FIVE YEARS		
WORK EXPERIENCE SUPPORTING REQUESTED PROMOTION		
IS THE PERSON BEING CONSIDERED FOR APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO A DIRECT SUPERVISOR? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN RELATIONSHIP		
REPORTING OFFICER	SIGNATURE	TITLE
APPROVING OFFICER	SIGNATURE	TITLE