



CS-64 R. 11/06

# REQUEST FOR SELECTIVE CERTIFICATION AUTHORIZATION

DER REPORT NO.
DATE

**NOTE: A public hearing before the City Service Commission is required for selective certification under Civil Service Rule VIII, Section 3. Employment offers cannot be made until approval is obtained by the City Service Commission.**

Selective Certification requested for:			
<i>Position Title</i>	<i>No. of Positions</i>	<i>Pay Range</i>	<i>Date</i>
Department or Division:			
Previous Incumbent:		Finance - Personnel Approval Date:	
Name and Title of Interviewer:			Telephone or Ext.
Room Number or Location:			
<input type="checkbox"/> <b>Rule VIII, Section 3</b> – Eligibles with additional specialized job related qualifications. <input type="checkbox"/> <b>Rule VIII, Section 3</b> – Eligibles needed to meet approved employment objective of Department.			
State justification for selective certification:			
Is the person being considered for appointment related by blood or marriage to a direct Supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, explain relationship:</i>			
Department Representative to Appear at Hearing:			
<i>Name</i>	<i>Position Title</i>	<i>Telephone Ext.</i>	
<i>Reporting Officer's Signature</i>		<i>Approving Officer's Signature</i>	
Title:	Title:		
<b>FOR DER USE ONLY</b>			
<b>STAFF RECOMMENDATION:</b>			<b>APPROVED BY:</b>

