

Broome County Department of Personnel

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



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AFFIRMATION OF PROVISIONAL APPOINTMENT STATUS

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

_____ in _____
(title) (county dept, town, village, school or special district)

Section 65 of Civil Service Law allows such appointment when there is no appropriate eligible list available for filling a vacancy in the competitive class. A qualified candidate may be appointed to fill a vacancy as provisional until selection and appointment can be made after competitive examination.

As a provisional appointee, I will have to apply for, and take, the examination for my position. If my completed application is not postmarked by the last date to file, it will be considered a refusal to take the examination and my services will be terminated in accordance with Rule XVI of the Broome County Rules for the Classified Civil Service.

All appointments from an eligible list must be made by selection of one of the top three candidates willing to accept appointment. Provisional appointees are not exempt from this requirement.

I understand that to retain my position, I must be one of the top three candidates willing to accept appointment.

Candidate name (print): _____

Candidate signature: _____

Date: _____

cc: Personnel File

llb/provisional letter

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