



NOMINATION FOR EMERGENCY APPOINTMENT

TO BE COMPLETED BY THE NOMINATING DEPARTMENT

Directions: Email completed form, City Application, and AIF to per.records@lacity.org. Submit Exam Request here: https://sites.google.com/lacity.org/selectiondivision/examination-request

Form with fields: NAME (PRINT LAST), (PRINT FIRST), EMPLOYEE ID No., Department, Division Fund No., Class Title, Direct Supervisor, NEOGOV Requisition No., Regular/Limited checkboxes, Class Code, Salary Range/Paygrade, Salary Step, Salary Rate, Nominating Department explain specific reason for this emergency appointment.

APPLICATION IS ATTACHED [] YES [] ON FILE [] OTHER

REVISED BULLETIN IS ATTACHED [] YES [] NOT APPLICABLE

NOMINEE HAS READ AND SIGNED STATEMENT ON PAGE 2 [] YES [] NO

It is hereby certified that this appointment, required by Charter Section 1013 (a) (b), is necessary to prevent the stoppage of public business or because of extraordinary exigency.

Print Name:

Appointing Authority Date (mm/dd/yyyy)

Signature:

Appointing Authority

MEDICAL EXAM AND LIVE SCAN ARE SCHEDULED FOR _____
Date (mm/dd/yyyy)

NOTE: Medical Examination may be necessary if the nominee is not a City employee or a City employee is being appointed to different type of work. Live Scan is necessary if the nominee is not a City employee or originally hired by and currently working for LAPD, Airports, or Harbor.

TO BE COMPLETED BY THE PERSONNEL DEPARTMENT

Form with fields: ELIGIBLE LIST HAS BEEN CLEARED: [] Yes [] No [] List Not Available; APPROVED EMERGENCY ONLY: [] Yes [] No; REQUISITION No.; BACKGROUND CHECK CLEARED: [] Yes [] No; FAILS TO MEET QUALIFICATIONS OF LAST BULLETIN: [] Yes [] No

Remarks:

Effective Date (mm/dd/yyyy):

Signed By: Date (mm/dd/yyyy):

NOMINATION FOR EMERGENCY APPOINTMENT

TO BE COMPLETED BY THE NOMINATED EMPLOYEE

You are being considered for an emergency appointment since there is no one available on an eligible list. Such an appointment cannot last longer than 365 days. You may be terminated at any time, for any reason, while you are on an emergency appointment. An emergency appointment does not make you a regular City employee. Later, if qualified, you may take the examination and receive a regular civil service appointment, if your score is high enough. **THOUGH YOU ARE NOT A REGULAR CITY EMPLOYEE, YOU WILL (EXCEPT IN THE DEPARTMENT OF WATER AND POWER) AUTOMATICALLY BECOME A MEMBER OF THE RETIREMENT SYSTEM AND DEDUCTIONS WILL BE MADE FROM YOUR PAY CHECKS FOR THIS PURPOSE.**

I acknowledge that in order to participate in any examination for the classification in which I am submitting a nomination for an emergency appointment, I am required to apply for the examination when the examination is open for filing. Submitting an application for consideration for an emergency appointment does not make me a candidate in an upcoming civil service examination process for this classification.

I have read and understand the above

SIGNATURE OF NOMINEE