



BID SHEET FOR CLASSIFIED ADMINISTRATIVE SERVICE POSITION VACANCY

TODAY'S DATE: _____

To the best of my knowledge, I meet the required minimum qualifications as posted to be considered for appointment to the following position under the following guidelines:

SEARCH #: **C** _____

POSITION TITLE: _____

LATERAL TRANSFER:

OR

70.1 TRANSFER: *

A résumé outlining my work experience and education applicable to this position is attached.

*By attaching a copy of your résumé, the hiring manager will be able to assess your work experience and education for the new position.
Thank you.

NAME: _____ SIGNATURE: _____
(Please Print)

CURRENT TITLE: _____ DEPARTMENT: _____

EMAIL ADDRESS: _____ CAMPUS EXT#: _____

HUMAN RESOURCES ONLY:

Eligibility Verification Method: _____

Employee Not Eligible: _____

*Typing test may be required.
A 70.1 Transfer can only be used once in a career.
Lateral Transfers will be verified for eligibility through the NYS Title Transfer Reference System.