

CHANGE OF AVAILABILITY FORM

NAME: _____ SSN (Last 4-digits) _____

JOB CLASS TITLE (S): _____

Complete only if you are ***not*** interested in receiving notices to report for job interview.

Withhold my name until: (MM/DD/YY): _____

CHECK THE BOXES BELOW IN EACH CATEGORY FOR WHICH YOU **ARE INTERESTED** IN RECEIVING NOTICES TO REPORT FOR A JOB INTERVIEW.

Indicate the types of appointment(s) you will accept:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> ANY JOB TYPE | <input type="checkbox"/> Intermittent |
| <input type="checkbox"/> Full-Time | <input type="checkbox"/> Limited (jobs that last for 8 months or less) |
| <input type="checkbox"/> Part-Time | <input type="checkbox"/> Trainee |

Indicate your availability for the following shifts:

- ANY SHIFT Day Graveyard Rotating Swing

Indicate the geographic areas where you are willing to work:

- | | |
|--|---|
| <input type="checkbox"/> ANY LOCATION | <input type="checkbox"/> Ontario (Airport) |
| <input type="checkbox"/> Civic Center | <input type="checkbox"/> Harbor |
| <input type="checkbox"/> West San Fernando Valley | <input type="checkbox"/> Antelope Valley / Mojave |
| <input type="checkbox"/> East San Fernando Valley | <input type="checkbox"/> Boulder Dam |
| <input type="checkbox"/> South Central Los Angeles | <input type="checkbox"/> Owens Valley |
| <input type="checkbox"/> West Los Angeles | <input type="checkbox"/> Ely Nevada |
| <input type="checkbox"/> North Central / Hollywood (Griffith Park) | <input type="checkbox"/> Intermountain Power (Project Utah) |
| <input type="checkbox"/> Westchester/Venice (LAX-Hyperion) | |

Indicate the department(s) for which you will accept employment:

- | | |
|---|---|
| <input type="checkbox"/> ANY DEPARTMENT | <input type="checkbox"/> Finance, Office of |
| <input type="checkbox"/> Aging | <input type="checkbox"/> Fire - Civilian |
| <input type="checkbox"/> Airports | <input type="checkbox"/> Fire - Sworn |
| <input type="checkbox"/> Animal Services | <input type="checkbox"/> General Services |
| <input type="checkbox"/> Building & Safety | <input type="checkbox"/> Harbor |
| <input type="checkbox"/> City Administrative Office | <input type="checkbox"/> Housing & Community Investment |
| <input type="checkbox"/> City Clerk | <input type="checkbox"/> Human Relations Commission |
| <input type="checkbox"/> City Employees' Retirement | <input type="checkbox"/> Information Technology Agency |
| <input type="checkbox"/> City Planning | <input type="checkbox"/> Library |
| <input type="checkbox"/> Controller | <input type="checkbox"/> Mayor (Executive Department) |
| <input type="checkbox"/> Convention & Tourism Development | <input type="checkbox"/> Neighborhood Empowerment |
| <input type="checkbox"/> Council | <input type="checkbox"/> Pensions (Police & Fire) |
| <input type="checkbox"/> Cultural Affairs | <input type="checkbox"/> Personnel |
| <input type="checkbox"/> Department of Water & Power - Joint | <input type="checkbox"/> Police - Civilian |
| <input type="checkbox"/> Department of Water & Power - Power | <input type="checkbox"/> Police - Sworn |
| <input type="checkbox"/> Department of Water & Power - Power Construction | <input type="checkbox"/> Public Works - Board |
| <input type="checkbox"/> Department of Water & Power - Water | <input type="checkbox"/> Public Works - Contract Administration |
| <input type="checkbox"/> Department on Disability | <input type="checkbox"/> Public Works - Engineering |
| <input type="checkbox"/> Economic & Workforce Development | <input type="checkbox"/> Public Works - Sanitation |
| <input type="checkbox"/> El Pueblo De Los Angeles | <input type="checkbox"/> Public Works - Street Lighting |
| <input type="checkbox"/> Emergency Management | <input type="checkbox"/> Public Works - Street Services |
| <input type="checkbox"/> Employee Relations Board | <input type="checkbox"/> Recreation & Parks |
| <input type="checkbox"/> Ethics Commission | <input type="checkbox"/> Transportation |
| | <input type="checkbox"/> Zoo |

SIGNATURE: _____ **DATE:** _____

(Not needed if emailed from e-address listed in your NEOGOV account)

Submit form to Personnel Certification Unit via email to per.certs@lacity.org OR

**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT
700 EAST TEMPLE STREET
ROOM 235
LOS ANGELES, CA 90012**