

# CHANGE OF AVAILABILITY FORM

NAME: \_\_\_\_\_ SSN (Last 4-digits) \_\_\_\_\_

EXAMINATION TITLE (S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Indicate the DEPARTMENT(S) for which you will accept employment:**

- |  |   |
|--|---|
| <input type="checkbox"/> ANY DEPARTMENT                      | <input type="checkbox"/> Aging                                  |
| <input type="checkbox"/> Airports                            | <input type="checkbox"/> Animal Services                        |
| <input type="checkbox"/> Building & Safety                   | <input type="checkbox"/> Cannabis                               |
| <input type="checkbox"/> City Administrative Office          | <input type="checkbox"/> City Clerk                             |
| <input type="checkbox"/> City Employees' Retirement          | <input type="checkbox"/> City Planning                          |
| <input type="checkbox"/> Community Investment for Families   | <input type="checkbox"/> City Tourism Department                |
| <input type="checkbox"/> Controller                          | <input type="checkbox"/> Cultural Affairs                       |
| <input type="checkbox"/> Council                             | <input type="checkbox"/> Department of Water & Power - Power    |
| <input type="checkbox"/> Department of Water & Power – Joint | <input type="checkbox"/> Department on Disability               |
| <input type="checkbox"/> Department of Water & Power – Water | <input type="checkbox"/> El Pueblo De Los Angeles               |
| <input type="checkbox"/> Economic & Workforce Development    | <input type="checkbox"/> Employee Relations Board               |
| <input type="checkbox"/> Emergency Management                | <input type="checkbox"/> Finance, Office of                     |
| <input type="checkbox"/> Ethics Commission                   | <input type="checkbox"/> Fire - Sworn                           |
| <input type="checkbox"/> Fire – Civilian                     | <input type="checkbox"/> Harbor                                 |
| <input type="checkbox"/> General Services                    | <input type="checkbox"/> Human Relations Commission             |
| <input type="checkbox"/> Housing & Community Investment      | <input type="checkbox"/> Library                                |
| <input type="checkbox"/> Information Technology Agency       | <input type="checkbox"/> Neighborhood Empowerment               |
| <input type="checkbox"/> Mayor (Executive Department)        | <input type="checkbox"/> Personnel                              |
| <input type="checkbox"/> Pensions (Police & Fire)            | <input type="checkbox"/> Police - Sworn                         |
| <input type="checkbox"/> Police – Civilian                   | <input type="checkbox"/> Public Works - Contract Administration |
| <input type="checkbox"/> Public Works – Board                | <input type="checkbox"/> Public Works - Sanitation              |
| <input type="checkbox"/> Public Works – Engineering          | <input type="checkbox"/> Public Works - Street Services         |
| <input type="checkbox"/> Public Works - Street Lighting      | <input type="checkbox"/> Transportation                         |
| <input type="checkbox"/> Recreation & Parks                  | <input type="checkbox"/> Youth Development Department           |
| <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](mailto:per.certs@lacity.org) OR  
CITY OF LOS ANGELES  
PERSONNEL DEPARTMENT  
700 EAST TEMPLE STREET  
ROOM 235  
LOS ANGELES, CA 90012