

# PERSONNEL DEPARTMENT – REQUEST FOR REINSTATEMENT

REQUEST FOR REINSTATEMENT MUST BE SUBMITTED WITHIN FIVE (5) DAYS TO THE PERSONNEL DEPARTMENT, ROOM 235, 700 EAST TEMPLE STREET, LOS ANGELES, CA 90012 AFTER ONE OF THE FOLLOWING: (Check One)

VOLUNTARY RESIGNATION       PROBATIONARY TERMINATION       RESIGNATION TO AVOID TERMINATION

NAME: \_\_\_\_\_ (PLEASE PRINT)      LAST 4-DIGITS OF SSN OR EID# \_\_\_\_\_

I WISH TO BE REINSTATED TO THE \_\_\_\_\_ ELIGIBLE LIST.  
(PLEASE PRINT CLASS TITLE)

RESIGNATION/TERMINATION \_\_\_\_/\_\_\_\_/\_\_\_\_ FROM THE \_\_\_\_\_ DEPARTMENT.  
(EFFECTIVE DATE)

REASON FOR RESIGNATION/TERMINATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_      DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

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### FOR PERSONNEL DEPARTMENT USE ONLY

CLASS TITLE: \_\_\_\_\_      CLASS CODE: \_\_\_\_\_

APPOINTMENT DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_      RESIGNATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

FINAL AVERAGE: \_\_\_\_\_      LIST EXPIRATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_      OPEN: \_\_\_\_\_      PROM: \_\_\_\_\_

OPERATING DEPARTMENT'S RECOMMENDATION:      RESTORE: \_\_\_\_\_      DO NOT RESTORE: \_\_\_\_\_

STAFF'S RECOMMENDATION:      RESTORE: \_\_\_\_\_      DO NOT RESTORE: \_\_\_\_\_

BASIS FOR STAFF'S RECOMMENDATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED: \_\_\_\_\_      DENIED: \_\_\_\_\_      REFERRED TO CLASSIFICATION: \_\_\_\_\_

BY: \_\_\_\_\_      DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_