



APPLICATION FOR JOB BID

OFFICE OF CLASSIFIED PERSONNEL – CEC, ROOM 102

Name: _____ Present Job Classification: _____

Present Work Location: _____ Present Working Hours: _____

Work Telephone Number: _____ Home Telephone Number: _____

I, _____, wish to submit the following bid for Job Vacancy No. _____,

located at _____ during the working hours of _____

*I understand that if I am awarded this job I may **not** submit a second bid for a posted vacancy or submit a transfer request until the **lapse of one year**. This bid shall expire upon the filling of this position. **(EMERGENCY AND SUBSTITUTE EMPLOYEES ARE NOT ELIGIBLE TO BID)***

Per Article 8.8 (H) The Board may reject an applicant for a promotional or transfer opportunity of within the 12 months immediately prior to the posting the applicant has either received a suspension of one or more days which has not been successfully overturned or has been absent on 10 or more occurrences (consecutive days of absence shall be considered on occurrence). An applicant may not be rejected because of attendance if the applicant has an accumulated sick leave balance equal to five (5) or more days per year of service with the Columbus City Schools. The position shall be awarded to the applicant with the highest job classification seniority who is not rejected for the reasons described in this section. No one from outside of the bargaining unit shall be considered for a position as long as there is a member of the bargaining unit who applies for the position and is not subject to rejection as provided in this section.

Signature

Date

RETURN TO:

Classified Personnel
Columbus Education Center - Room 102

DATE RECEIVED: _____

NAME: _____ JOB VACANCY NO.: _____

PRESENT WORK LOCATION: _____

LOCATION OF BID: _____

This receipt indicates that a bid was received in the Office of the Director of Classified Personnel on the date indicated above. If you do not receive this receipt within two days of filing this bid, it is your responsibility to notify the Department of Classified Personnel.