City of Phoenix
Personnel Department
135 N. 2nd Avenue, Phoenix, AZ 85003-2097
Voice: (602) 495-5703
TTY: (602) 261-8687

REQUEST TO REUSE TEST SCORE

Please read the requirements on the reverse side to determine if you qualify to reuse.

PRINTED NAME: _____

SOCIAL SECURITY NUMBER (*OPTIONAL)*: _____

DAYTIME OR MESSAGE PHONE NUMBER: _____

EMAIL ADDRESS: _____

TITLE OF POSITION APPLIED FOR: _____

SIGNATURE: _____ DATE: _____

FOR PERSONNEL DEPARTMENT USE ONLY

CURRENT RECRUITMENT NUMBER: _____ AIDE/ANALYST: _____

RECRUITMENT NAME: _____

MOST RECENT RECRUITMENT NUMBER: _____ EXPIRATION DATE: _____

FINAL SCORE: _____

APPROVED: _____ DISAPPROVED: _____ AUTHORIZED SIGNATURE: _____

IF DISAPPROVED, CONDITION(S) NOT MET: ____A ____B ____C

EXPLANATION OF DISAPPROVAL (if needed): _____

_____

NOTIFICATION DATE: _____

Revised 3/20/07

i/esstaff/administrative forms/reuse form – web site

<div align="center">**NOTICE TO ALL APPLICANTS**</div>

The applicant must complete and submit to the Application Office all applicable application materials as stated on the job announcement along with this "Request to Reuse Test Score" form by the published close date for the recruitment.

Applicants may reuse their previous test scores when ALL of the following conditions are met:

A. The Application Office currently must be distributing application materials for the recruitment.

B. Allowance of test score reuse must be indicated on the Employment Opportunity bulletin (job announcement).

C. The applicant must have been posted to the eligible-for-hire list for the last recruitment either as a result of passing the test OR due to reusing his/her score. When a recruitment process includes a written exam and a demonstration exam, both scores will be reused.

<div align="center">**CONTINUOUS OR UNTIL-SELECTION-MADE RECRUITMENTS**</div>

For continuous or until-selection-made recruitments, an applicant can reuse his/her test score to extend their eligibility period if his/her name is expiring from the eligible-for-hire list. The recruitment must still be open at the time the reuse request is submitted.

<div align="center">**NOTIFICATION**</div>

Once your request has been received, you will be notified of your status by email or telephone within two business days.

Revised 3/20/07

i/esstaff/administrative forms/reuse form – web site