



**COUNTY OF SAN JOAQUIN
HUMAN RESOURCES DIVISION**

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RANKING STATUS REQUEST FORM

This form is used to request your current ranking on an active Civil Service Eligible List. Candidates may request this information at any time during the lifetime of the list (approximately 1 year from the date of establishment). Please note, Human Resources will not provide any ranking information over the phone. All ranking requests must be done so in writing. Please complete the following form and return to Human Resources for processing. **Please allow one week for processing.**

Ranking status information may be provided via e-mail, interoffice mail or US mail. Please indicate how you would like to receive the ranking status information:

E-mail

Current E-Mail Address

Inter-Office Mail (Current County Employees Only)

Inter-office Address

US Mail: Please provide a self-addressed stamped envelope for the information to be delivered.

Name (please print)

Last 4 digit of SS# or Employee ID

Contact Phone Number

I am requesting my rank on the following eligible lists(s), only 2 (two) per page:

<i>For Human Resources Use Only</i>	
1. Current Rank*	_____
2. Current Rank*	_____
Date:	_____

Title of Examination: _____

Original Rank: _____

Title of Examination: _____

Original Rank: _____

- *Note:**
- Your standing (rank) may change on a continuous basis for several reasons.
 - A change of status could result if an eligible: is **hired, removed, or re-instated** to the list.
 - Continuous testing of new candidates in the same class title will result in the integration of lists (names of the new eligibles will be integrated with the list of existing eligibles).
 - Civil service lists are active for **one** year unless extended by the department.

The examination you requested rank status information is currently a classification that falls under the "Rule of the List." **All** names of eligibles who successfully pass the examination process are referred to the hiring department. There are no ranks assigned to classifications that have been designated to be certified as "Rule of the List."