



NOTICE OF INTENT TO TEST

Effective October 1, 2008, each person that signs up for a promotional examination must pay a fee of 50% of the examination cost each time that person signs up for the examination. **The fee will be due at the time the Notice of Intent to Test is submitted. If a person passes the examination and makes the eligibility list, that person shall be issued a refund equal to the amount of the fee paid.**

Please Print Legibly

Department: _____

Type of Examination: _____ **Examination Date:** _____

Employee's Name: _____ Employee No: _____

DOH in Dept: _____ Civil Service Date: _____ Seniority Points: _____
if different from DOH based on DOH in dept.

Promotion Date: _____ Current Title/Classification: _____

I, certify that the information above is true and correct.

Signature

Date

To be completed by HR Staff

Notice of Intent to Test received by HR: ____/____/____

Eligibility Requirements (*not including probationary year for firefighters or police cadet service):

*Current Classification Qualifying Date: ____/____/____ *Years in Current Classification: _____

Physical Agility Test Date: ____/____/____ Pass Fail (not eligible to take written promotional exam)

Receipt

Confirmed by (HR Staff): _____ ____/____/____

Promotional exam results:

Pass (issue refund memo.) Refund check# _____
 Fail (no further action.)