

STAFF SERVICES ANALYST (GENERAL) TRANSFER EXAMINATION REQUEST

Instructions: This is a Fill and Print document. You may complete Sections I and II from your computer. When completed, print out the form and sign in the Certification section. Submit to the Office of Environmental Health Hazard Assessment, Human Resources Branch/Examinations Unit, 1001 I Street, MS 19B, PO Box 67, Sacramento, CA 95812-0067.

SECTION I: TO BE COMPLETED BY REQUESTER

EMPLOYEE'S NAME (FIRST, MI, LAST)				*SOCIAL SECURITY NUMBER
MAILING ADDRESS (NUMBER AND STREET)				WORK TELEPHONE NUMBER
CITY	COUNTY	STATE	ZIP	HOME TELEPHONE NUMBER

SECTION II: ANSWER THE FOLLOWING QUESTIONS

- Are you currently an employee with the Office of Environmental Health Hazard Assessment? YES NO
- Do you have a job offer for a SSA position with OEHHA? YES NO
If "yes", please provide the following information:
Name of the Hiring Supervisor and Program:
Proposed tentative start date (mm/dd/yy) with OEHHA:
Current department where you are employed:
- Do you need reasonable accommodations to take a written test? YES NO
(If "yes", you will be notified to make special arrangements.)

CERTIFICATION – PLEASE READ BEFORE SIGNING

I certify that the information I provided is true and complete to the best of my knowledge.

EMPLOYEE'S SIGNATURE _____

DATE SIGNED _____

QUALIFICATIONS FOR LATERAL TRANSFER: Consideration for lateral transfer is based on the last appointment by certification or Board action.

DO NOT USE THE SPACE BELOW – FOR PERSONNEL OFFICE USE ONLY**TRANSACTIONS UNIT**

HIGHEST CLASSIFICATION – A01 APPOINTMENT:	A01 APPOINTMENT DATE:	
	TENURE:	TIME BASE:
TRANSFER ELIGIBILITY: () ACCEPT () REJECT	VERIFIED BY:	DATE:

EXAMINATIONS UNIT

SCHEDULED EXAM DATE:	EMPLOYEE NOTIFICATION DATE:
TEST RESULTS: (TOTAL POINTS)	() PASSED () FAILED
DATE SCORED ENTERED:	DATE RESULTS SENT:

Privacy Statement

*This information is requested by the Office of Environmental Health Hazard Assessment's Human Resources Branch per State Personnel Board Rule 174. Disclosure of Social Security Number is required to verify civil service eligibility for admittance into the Staff Services Analyst (General) transfer examination.