Department of Citywide Administrative Services

Citywide Posting Disposition Form

JVN # ☐☐☐–☐☐–☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(Agency Code) (Fiscal Year) (Vacancy Number)

Agency Name	Civil Service Title/Code/Level	Posting Period	CityJobs Intranet Status
		1. ____/____/____ to ____/____/____ 2. ____/____/____ to ____/____/____	If vacancy is currently posted on CityJobs site, check ☑ if applicable: REMOVE from **CityJobs**

Total # of Positions Posted:		Total # of Positions Filled:		Total # Withdrawn:	

Selected Candidate Information

	Last Name	First Name	Employee ID #	Effective Start Date	Continuous Service Hire		List Hire	Non-City Status [3]	Business Link	WEP
					Former Agency/Code	Pay Status [1]	Exam # [2]			
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

Please return completed form to:

Department of Citywide Administrative Services
Citywide Redeployment - CityJobs
1 Centre Street, 21st Floor South, Room 2120
New York, NY 10007

NOTE: When Vacancy is filled, please return Citywide Posting Disposition Form, indicating candidate data as specified.

1. For Continuous service, please indicate former Agency and Pay Status: Full Time (F/T), Per Diem (P/D), Part-Time (P/T), Seasonal (S).

2. If appointing from a list, indicate the exam number.

3. For a Non-City Hire, please indicate one of the following: College Aide, Intern, Temporary, Prior City (break in service), NYC Retiree, HHC, Other Gov't Entity (i.e., NYS, NYCHA, MTA, etc), Non-City.