

PUBLIC JURISDICTION SERVICE CREDIT REQUEST FORM

To be Filled Out by New Hire/Rehire's Employer



HUMAN
RESOURCES

Salt Lake City offers possible service credit for new hires or rehires' years of full-time eligible service with other public jurisdictions after an official offer has been made by Salt Lake City. New hires/rehires must meet related Salt Lake City policy and procedure requirements. Service Credit requests may be approved by the Recruitment Manager.

Name of Candidate:

Date of Request:

1. What is the name of the current/past public jurisdiction employer?
2. Please answer each of the following:
 - a. The employee listed above is currently employed by the jurisdiction;
 - b. The employee was hired through a competitive hiring process;
 - c. The employee successfully completed a probationary period (if one was required);
 - d. The employee was employed full-time for the duration of employment;
 - e. The employee was **not** involuntarily separated from employment.

If "no" was selected for 2a, 2b, 2c, 2d, or 2e, please provide further explanation here:

3a. When was the employee's first day of work?

3b. When was or will be the employee's last day of work?

4. Has there been a break in employment? (Please indicate Yes or No, with an explanation if needed)

Name

Title

Signature

Today's Date