



State of Connecticut Human Resources
Provisional Appointment Request Form

Form #: PER-4
Revision Date: 02/2016

Agency _____

Location of position: Facility/Dept _____ Town/City _____

Full or part time _____ Number of hours per week _____

Class Title _____ Class Code _____

Section 5-235(a) of the Connecticut General Statutes states: When a candidate list provided under section 5-215a contains fewer than five candidates, in order to facilitate the carrying on of public business or avoid inconvenience to the public, but not otherwise, the Commissioner of Administrative Services may authorize the filling of the position at once by provisional appointment, pending the establishment of a reemployment or candidate list. Any such provisional appointment shall continue only until a reemployment or candidate list for such position is established and, in no case, for a period exceeding a total of six months. No person shall receive more than one provisional appointment or serve more than six months as a provisional appointee in any one fiscal year.

A. RECLASSIFICATION OR VACANT POSITION

Is this a reclassification of a filled position? Yes No

If yes, skip to Section D. If no, complete all sections on the form. (A provisional appointment is not needed if the appointment is being made to an unclassified or noncompetitive class or if all of the criteria of Section 5-227a are met.)

B. REPORT ON CURRENT LISTS

Is a reemployment list available? Yes No Date checked on APS _____

Is a SEBAC list available? Yes No Date checked on APS _____

Note: It is the agency's responsibility to check reemployment lists immediately prior to offering an appointment. Agencies must also recheck SEBAC lists prior to offering an appointment if more than 21 calendar days have elapsed since the initial list was requested.

If you answered yes to either of the above questions, documentation must be provided supporting the contact of the individuals on the list(s) and their waiver(s) of the position. Copies of the list(s) must be attached.

Explanation:

Is there a candidate list available? Yes No Date checked on APS _____

If yes, how many names appear on the list? _____

If yes, detail the reasons why the candidate(s) on the list cannot meet the requirements of the position. (Documentation must be provided supporting the contact of the individuals on the lists and their waiver(s) of the position. Copies of the list must be attached.)

