

**DS/1199 REASSIGNMENT OPPORTUNITY JOB FAIR “OPT-IN” FORM**  
**DEVELOPMENTAL SERVICES WORKER 1 (DSW1)**  
**17.5 HOURS WEEKLY ASSIGNMENTS**  
**February 13, 2020**

Please Print Legibly

Employee Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Work Location: \_\_\_\_\_

I hereby elect to opt-in to the Job Fair taking place on February 13, 2020. By doing so, I understand that I will select a new permanent work assignment and be transferred to such new assignment on a date to be determined by Management.

In electing to opt-in to the Job Fair taking place on February 13, 2020, I understand and agree as follows:

1. To be eligible to participate in the Job Fair, you must hold a 17.5 hours per week DSW1 position.
2. DDS reserves the right to limit opt-in participants to no more than 30% of the staff from a specific work site/residential program. If more than 30% of the staff from a specific work site/residential program request to opt-in, only the most senior 30% of those requesting to do so will be granted participation in the Job Fair.
3. A decision to opt-in to the Job Fair shall be **irrevocable**.
4. The current permanent assignment of any employee who opts-in to the Job Fair may be added to the list of opportunities made available at the Job Fair. DDS shall have discretion as to whether or not to include such assignments in the list of opportunities to be made available at the Job Fair.
5. Employees, who opt-in to participate in the Job Fair, shall select permanent employment opportunities in seniority order. Said selection is **irrevocable**.
6. In order to participate in the Job Fair, this form must be completed, signed and returned to Adrienne Bonner Wiggins **no later than 11:59 p.m. on Friday, January 31, 2020**. Forms may be scanned and emailed to [Adrienne.BonnerWiggins@ct.gov](mailto:Adrienne.BonnerWiggins@ct.gov) or faxed to 860.622.2756.
7. You will be notified in writing if you are able to participate in the February 13, 2020 Job Fair.

Employee Signature: \_\_\_\_\_

Signature

\_\_\_\_\_

Date