



# Eligible List Reactivation Request

If you were removed from an eligible list for a reason other than expiration (e.g. requested inactivation, refused a job offer, etc.) you may submit a request to be reactivated.

Position Title: \_\_\_\_\_ Date of Examination: \_\_\_\_\_

Name: \_\_\_\_\_ Month/Day of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
(include city, state and zip code)

Home Phone : ( ) \_\_\_\_\_ Business Phone : ( ) \_\_\_\_\_

*If reactivated the following information will be used to determine which vacant positions you may be referred to. Check only those boxes for employment type, area and shift for which you positively are able or willing to work.*

**Indicate the type of appointment you will accept:**

- Full Time Regular (40 Hours)
- Temporary or Extra-Help
- Part Time (Less than 40 Hours)

**Indicate the following geographic areas where you are willing to work:**

- |   |  |   |   |   |
|---|--|---|---|---|
| <input type="checkbox"/> Ontario/Chino    | <input type="checkbox"/> San Bernardino/Colton | <input type="checkbox"/> 29 Palms                 | <input type="checkbox"/> Victorville/Hesperia | <input type="checkbox"/> Crestline                          |
| <input type="checkbox"/> Rancho Cucamonga | <input type="checkbox"/> Fontana               | <input type="checkbox"/> Joshua Tree/Yucca Valley | <input type="checkbox"/> Barstow              | <input type="checkbox"/> Lake Arrowhead/Blue Jay/Twin Peaks |
|   | <input type="checkbox"/> Redlands/Yucaipa      |   | <input type="checkbox"/> Needles              | <input type="checkbox"/> Big Bear                           |
|   |  |   |   | <input type="checkbox"/> Running Springs                    |

**Indicate your availability for the following:**

- Day Shift
- Rotating Shifts
- Swing Shift
- Night Shift
- Weekends

**Those who were removed from the eligible list for declining an interview, refusing a job offer, or failing to keep an interview appointment must include substantial evidence demonstrating that the circumstances were beyond the candidates control. Reason for removal from eligibility list and reason for request to be reactivated must be provided below:**

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

Date: \_\_\_\_\_

**Click "Submit" below or return to the Human Resources located at:**

157 West Fifth Street, 1st Floor  
San Bernardino, CA 92415-0440  
(909) 387-8304

**Human Resources Use Only:**

Reactivation Request:  Approved  Denied

Reason for Denial: \_\_\_\_\_

Date placed on list: \_\_\_\_\_

Date applicant notified: \_\_\_\_\_

Notified by (signature): \_\_\_\_\_

Date: \_\_\_\_\_