Request to Extend an Eligibility List

Cuyahoga County Personnel Review Commission
2079 East 9th Street, 2nd Floor ● Cleveland, Ohio 44115 ● P: (216) 698-2290 ● F: (216) 443-3694
PRCEmploymentTesting@cuyahogacounty.gov

Please complete the following form and submit it to the above email address to request that an eligibility list established for your appointing authority be extended beyond the original expiration date. **This form must be submitted no later than thirty (30) days prior to the original expiration date of the eligibility list to ensure the Personnel Review Commission has time to act on the request.** If the Personnel Review Commission does not receive this form by the deadline, the eligibility list will expire as scheduled.

Classification Title: _____

Appointing Authority: _____

Original Expiration Date: _____ New Expiration Date Requested: _____

Requestor Contact Person: _____

Phone: _____ Email: _____

Please describe why you wish to request an extension of this eligibility list beyond the original expiration date:

By signing, entering, typing, or otherwise providing your name below, you are requesting to extend the eligibility list identified above. The Personnel Review Commission (PRC) staff, on behalf of the Commissioners, will review the request. Following this review, the PRC Director may recommend to the Commission that the life of the eligibility list be extended. Furthermore, you are acknowledging that if the life of the list is extended, no additional testing will be scheduled until after the new expiration date or the list is exhausted.

_____ _____
Director Date

_____ _____
Email Address Phone Number