

REQUEST TO OPEN REGISTER/ CERTIFICATE OF ELIGIBLE CANDIDATES

STATE OF MAINE
BUREAU OF HUMAN RESOURCES

This form is to make a request to fill a vacancy for which the Bureau of Human Resources provides a certificate of eligible candidates. This form is used only for the Department of Corrections.

SECTION 1- FACILITY INFORMATION

- | | |
|--|--|
| <input type="checkbox"/> Bolduc Correctional Facility, Warren | <input type="checkbox"/> Maine Correctional Center, Windham |
| <input type="checkbox"/> Downeast Correctional Facility, Machiasport | <input type="checkbox"/> Women's Reentry Center, Windham |
| <input type="checkbox"/> Long Creek Youth Development Center, South Portland | <input type="checkbox"/> Maine State Prison, Warren |
| | <input type="checkbox"/> Mountain View Correctional Facility, Charleston |

HR Contact Name: _____

SECTION 2- POSITION INFORMATION

Budget Position Number(s) (10 Digit):

Class Title: _____

Class Code: _____

Position type: Full-Time Part-Time Intermittent

SECTION 3- JOB POSTING AND CERTIFICATION INFORMATION

Type of opening/certification:

- Agency Only (AO) Statewide Promotional (SWP) Open Competitive-all applicants (OCP)
- Other (include instructions below)
- Issue cert from the open continuous register (select AP, SWP or OCP from above)

SECTION 3a- ADDITIONAL JOB POSTING INFORMATION

Additional information may be included in the job posting (for example: **stipends** (include \$ amount), shift information, special skills, preferences to add to minimum qualifications, etc.)

SECTION 3b- ADDITIONAL CERTIFICATION OPTIONS

This section is available for instances when you may need to provide specific instructions about the CERT. Additional instructions regarding the certification may include specific instructions to only include promotional, demotion or transfer candidates (*all candidates must apply for the job and meet the minimum qualifications to be considered for the CERT*)

By selecting this checkbox, I am confirming I have reviewed the Agency Layoff List for Unclassified and Non-Competitive Appointments. I have attached the hiring justification to this request.

Signature of Appointing Authority or Representative

Title

Date