

**DEPARTMENT OF GENERAL SERVICES
BARGAINING UNIT 15
LOCAL WORK AREA POST AND BID
REASSIGNMENT/TRANSFER**

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|--|-------|------|------|--|----------------------------|
| CURRENT CLASSIFICATION: | | | | POSITION NUMBER: 308- -2011- | |
| EMPLOYEE NAME: (PLEASE PRINT) | FIRST | M.I. | LAST | OFFICE/BRANCH NAME | |
| PRESENT WORK LOCATION (ADDRESS/CITY/ZIP CODE) | | | | WORK TELEPHONE NUMBER () - | |
| PRESENT WORK WEEK START AND END DAYS ARE: | START | TO | END | PRESENT SHIFT HOURS BEGIN AND END: | SHIFT BEGINS TO SHIFT ENDS |
| CURRENT SUPERVISOR IS: | | | | SUPERVISOR'S TELEPHONE NUMBER () - | |

Pursuant to the provisions of Post and Bid Article, July 02, 2013 through July 01, 2016 SEIU/LOCAL 1000 UNIT 15 MOU, I hereby request that I be considered for the local work location position as referenced below.

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|---|--|---|--------------------------------------|
| RPA Number: FMD - 7814 9914 | Post & Bid File By Date on JOB: 7/18/16 | City Location of Position: LOS ANGELES | Position Number: 308-563-2011-933 |
| Working Days of Position: MONDAY THROUGH FRIDAY | Working Hours of Position: 3:00PM – 11:30PM | Classification: CUSTODIAN | |

I certify that I am currently a full-time permanent employee (having successfully completed my probationary period or having completed all requirements of an authorized State apprenticeship program) in the classification above and am currently working in the city of the position being advertised. I understand that the bidder with the most local seniority will be selected for the position, will be notified of the start date. If I am the most senior bidder and am notified for the start date, I must immediately accept or reject the job offer unless mutually agreed otherwise by the hiring supervisor.

| | |
|--------------------|------|
| EMPLOYEE SIGNATURE | DATE |
| | |

This bid form must be submitted to **Errick Lee** at Facilities Management Division, **LA Metro Region – Junipero Serra Mgmt Unit, 320 West 4th Street, Suite 100, Los Angeles, CA 90013** and received by **7/18/16** which is the Post & Bid File By date.

Hiring Office: Please forward all bid forms to **Sandeep Sanghera** **after** the Post & Bid File By date for seniority calculations.

| FOR PERSONNEL USE ONLY | | | | | |
|--------------------------------------|--|--------------------------------------|----------|--|--|
| LOCAL WORK LOCATION TENURE/TIME BASE | | LOCAL WORK LOCATION APPOINTMENT DATE | | LOCAL WORK LOCATION SENIORITY (MONTHS) | |
| SSN | | SENIORITY VERIFIED BY: | | DATE VERIFIED: | |
| POST AND BID PERIOD VALID FROM : | | | THROUGH: | | |