

**STATEMENT OF UNAVAILABILITY**  
**For Certification**

*In accordance with Civil Service Regulation 10.11-1, candidates for employment with the City of Philadelphia may file a written statement to the Director of Human Resources specifying an inability to accept appointment for a period of time and/or for appointment to a certain department or departments. Filing this statement with the Office of Human Resources will result in you NOT being contacted for available positions for that time and / or in those departments.*

I, \_\_\_\_\_ am currently on the list of eligible  
*(PRINT First Name) (PRINT Last Name)*

candidates for the position of \_\_\_\_\_ and  
*(PRINT Exam Title) (PRINT Exam #)*

unable to accept appointment for the following reasons:

- I will be unavailable for the following period of time *(please check only one)*:

From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Until Further Notice (I will notify the Office of Human Resources when and if I become available.)

- I am declaring myself unavailable for the following Departments *(please list by official Department name)*:

*I understand that I may renew my eligibility at any time during the life of the eligible list. I also understand that not more than two (2) Statements of Unavailability will be honored.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*