

**PROFESSIONAL/ADMINISTRATIVE STAFF
CONTINUITY OF EMPLOYMENT APPLICATION
APPLICATION DEADLINE: OCTOBER 1, 2008**

Bargaining unit members with an appointment date of July 1, 1997 or later and who are in their third or fourth year of service may apply for Continuity of Employment. Unit members who wish to apply must complete and submit this form by October 1 of their third or fourth year of employment.

Applications will be reviewed by a committee consisting of the Chief Human Resources Officer or his/her designee, the applicant's immediate supervisor, department head (if other than immediate supervisor), and a person designated by the area officer. The committee will then make a recommendation to the appropriate area officer.

The committee shall consider performance evaluations, University service and outstanding accomplishments as criteria in awarding Continuity of Employment.

NAME _____ EXT. _____

TITLE _____ DEPARTMENT _____

DATE OF FULL-TIME YSU APPOINTMENT: _____ Email _____

Please expand upon your achievements as they relate to the criteria cited above. Any supporting documentation you wish to include should be attached to this application form. ***Submit all application materials to the Office of Human Resources by the October 31 deadline.***

(If more space is needed, please attach the additional pages to this application.)

SIGNATURE

DATE

DO NOT WRITE BELOW THIS LINE

Reviewed by Candidate Review Committee:

Name	Date
Name	Date
Name	Date
Name	Date

Recommended to Area Officer Not Recommended to Area Officer