



## City of Phoenix

### Reinstatement Information

If you are a former city employee and left City employment in good standing, you may request reinstatement to any former positions in which you were a full time regular employee. Completion of a probationary period is not required for eligibility.

If you are a current city employee, you may request reinstatement to any former positions that are at a higher salary range than your current position. You must have served in that position as a full time regular employee and left the position in good standing. Completion of a probationary period is not required for eligibility.



#### **In order for your request to be approved, the following criteria must be met:**

You are or have previously been in a regular, full-time certified position with the City of Phoenix.

You left in good standing the position for which you are applying for reinstatement.

If you have left city employment, you must apply for reinstatement within 2 years of your termination date.

Applicants **must** apply online and attach a current resume or fill out the online application form along with the Reinstatement Request form. The information provided in the resume or application is used to determine if you meet the acceptable experience and training requirements for the job classification(s). This information is also made available online to hiring managers. They will review these resumes online to determine whom they will interview.

### Helpful Information



Reinstatement requests will be processed within five business days and you will be notified of the results by mail.

Applicants are certified to reinstatement eligible lists for two-year periods.

NOTE: Certification to an eligible list does not guarantee you will be interviewed or selected. The City maintains full list certification, which means candidates may be selected from anywhere on the list (with the exception of eligible lists for public safety promotional positions).

## **How to Apply**

1. Apply online through the Reinstatement recruitment in the list of job openings on eCHRIS. Go to Recruitment Activities and click on the Careers link, then click on the link titled Reinstatement. While applying online you will either attach your resume or if you don't have a resume, enter in the required job history information. If you need assistance applying for this job, please contact our Application Office at 602-262-6277.
2. Download the Reinstatement Request Form from the Forms link on the Employment page of the City of Phoenix website or copy and paste this link into your web address <http://phoenix.gov/jobs/reinstatement.doc>
3. Send an email to [transfers.and.reinstatements@phoenix.gov](mailto:transfers.and.reinstatements@phoenix.gov) and attach the completed Reinstatement Request form in the email or send the completed form through interoffice mail. This form along with the resume you attached through eCHRIS will be the information the Employment Services analyst uses to determine your eligibility for a reinstatement.
4. Your reinstatement request will not be processed until a completed reinstatement request packet has been received. A completed packet consists of applying online via eCHRIS by attaching an electronic resume or filling out the online application AND sending a completed Reinstatement Request form to Employment Services in the Personnel Department.

**CITY OF PHOENIX  
PERSONNEL DEPARTMENT**

DATE: \_\_\_\_\_  
(M/D/Y)

**NOTICE:** Under the City of Phoenix Personnel Rules, employees who have resigned in good standing from City employment and have withdrawn their contribution to the Retirement System, must agree to put their money back into the system if they request reinstatement and are rehired **within the ninety day period following their resignation.** If your request for reinstatement falls within these limits and you agree to these conditions, please sign below "Agreement" prior to returning your request for reinstatement. If you do not agree to the terms in this agreement, you must wait ninety days after the effective date of your separation before submitting a request for reinstatement.

**APPLICATION FOR REINSTATEMENT TO EMPLOYMENT LIST  
(PLEASE PRINT OR TYPE)**

NAME:	LAST 4 DIGITS SSN #:
STREET ADDRESS:	CITY/STATE/ZIP:
HOME PHONE:	WORK PHONE:

I, \_\_\_\_\_, do hereby request that my name be placed on the employment list  
(LAST NAME, FIRST NAME, M.I.)

for position \_\_\_\_\_, I served in this capacity in the  
(CLASSIFICATION) (JOB CODE)

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(DEPARTMENT/DIVISION NAME) (DEPT. NUMBER) (M/D/Y) (M/D/Y)

The reason for my (resignation  layoff ) from the position was \_\_\_\_\_

If you have any convictions (other than parking violations and juvenile offenses) tell when, where, and any disposition of the case. For most jobs, convictions will not automatically be grounds for disqualification from consideration. Relationship to job will be considered.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE)

**AGREEMENT**

In accordance with Personnel Rule 18: Reinstatement c4, Eligibility, I \_\_\_\_\_, agree to return to the City of Phoenix Employee's Retirement System, within the six months following my return to work, all monies that have been refunded to me as a result of my resignation from City employment on \_\_\_\_\_.  
(M/D/Y)

Failure to return such funds shall constitute grounds for immediate discharge from City employment. Should reemployment occur more than 90 days from my resignation, this agreement shall be null and void.

\_\_\_\_\_  
(SIGNATURE) (PERSONNEL DEPARTMENT USE ONLY) (DATE)

Disposition: Granted \_\_\_ Denied \_\_\_ If denied, reason: \_\_\_\_\_

\_\_\_\_\_  
(PERSONNEL DEPARTMENT SIGNATURE) (DATE)