**NAMES OF INDIVIDUALS ON THE COMPETITIVE ELIGIBILITY LIST FOR THE CLASS OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **THIS DOCUMENT IS GIVEN DIRECTLY TO THE APPOINTING AUTHORITY** |

**(Name of Your Civil Service Board)**

**(Your Municipality, State)**

(Date)

Appointing Authority

Appointing Authority's address

Dear :

Please be advised that the civil service board met on (DATE) and approved the following eligibility list for the class of (CLASS) . These individuals are now eligible for employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number** | **Name** | **Score** | **Date civil service board added name to list** | **Score Expiration Date** |
| 1 | Sam Jones | 100V | 08-20-14 | 02-20-16 |
| 2 | Bill Johnson | 99 | 08-20-14 | 02-20-16 |
| 3 | Susan Carter | 93 | 08-20-14 | 02-20-16 |
| 4 | James Brolin | 91 | 07-08-15 | 01-08-17 |
| 5 | Steven Smith | 88 | 08-20-14 | 02-20-16 |
| 6 | John Wilson | 86 | 06-15-14 (Reported) | 01-22-15 |

V = veterans points

If you have any questions, please contact the civil service board.

Sincerely,

, Chairman