

Request for Reinstatement to an Eligibility List

Requests for reinstatement to an eligibility list are limited to **former Merit System employees who have separated in good standing within the last two years** from the date of the request.

Requests for reinstatement are **limited to the job from which you separated**. Reinstating to an eligibility list for any other job is not allowed. Also, reinstatement requests are not allowed for jobs that are currently posted for application. To check whether the job for which you are seeking reinstatement is currently posted, please click [here](#) or go to www.jobsquest.org.

You should **not** complete this form if any of the following apply to you:

- You are **not** a former Merit System employee
- You are a former Merit System employee, but did **not** separate in good standing
- You are a former Merit System employee, but you separated more than two years ago.

Your completed form should be emailed to er@pbjcal.org.

Requests for reinstatement to an eligibility list are processed for approval monthly (typically the fourth Thursday of each month), so please allow proper time for a response based on that review period. If you have questions regarding reinstatement to an eligibility list, please contact the Personnel Board at 205-279-3500.

First Name (required):

Middle Name (required):

Last Name (required):

Email Address (required):

Phone # (required):

Separating Agency (required):

Job from which you separated (required):

Date of employment separation (required):

