**DIVISION OF ADMINISTRATION**

**PROBATIONARY APPOINTMENT ACKNOWLEDGMENT**

It is the policy of the Division of Administration, when a probationary job offer is made to an applicant, to expressly inform the applicant that the job requires a probationary period of not less than twelve nor more than twenty-four months.

It is also the policy of the Division of Administration, when an employee already possessing permanent status within the classified service applies for a probationary job offer, to require the employee to resign his permanent status position prior to accepting the probationary appointment and sign the following Acknowledgement confirming his requirement to serve a new probationary period of not less than twelve nor more than twenty-four months.

Any exception to this policy requires prior, express approval of the appointing authority.

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1) I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that I have accepted the position of

(Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with DOA with probationary status.

(Position Title)

2) I understand that I must relinquish permanent status by resigning my current position in the classified service to accept this job offer.

3) I understand that as a probationary employee, I do not possess a property right to the new position accepted.

4) I understand that I will serve DOA with at-will status in this new probationary position.

5) I understand that I can be terminated with or without legal cause at any time by DOA during the probationary period.

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(Applicant Signature)

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(Print Name)

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(Date)