

**CITY OF MELBOURNE
APPLICATION REFERRAL AND DISPOSITION FORM**

HIRING SUPERVISOR: _____ DATE: _____

POSITION VACANT: _____ DEPT: _____

APPLICANT'S NAME: _____

__ Internal Candidate: (__ Part-time to Full-time __ Promotion __ Lateral Transfer __ Demotion*)

__ External Candidate

Is applicant eligible for VETERANS PREFERENCE? __ YES __ NO
If yes, applicant is eligible for special consideration at each step of the employment selection process. For numerically based selection processes the applicant will be granted __5 points/5% or __10 points/10% or __15 points/15% added to a passing score. If more information is needed please refer to the enclosed Veterans' Preference Information Sheet or contact Personnel for assistance.

HIRING MANAGER COMPLETES:

WAS THE APPLICANT INTERVIEWED?

YES Date of Interview: _____ Persons present: _____

NO If the applicant was not interviewed, indicate the reason(s) by checking the appropriate areas:

- ___ Withdrew from process, reason (specify): _____
- ___ Was scheduled for an interview but did not attend
- ___ Does not meet minimum qualifications
- ___ Experience not related to job requirements
- ___ Experience less related than others selected for interview
- ___ Training/education less related than others selected for interview
- ___ Other (specify): _____

IS THE APPLICANT RECOMMENDED FOR HIRE?

YES If this applicant is recommended for hire, please provide the job-related reasons the applicant is considered best qualified. The selection of a non-veteran applicant over a qualified veteran will undergo a review by Personnel (Attach another sheet of paper if necessary) _____

*If this applicant is an internal candidate requesting a demotion, attach a memo outlining the proposed rate of pay in accordance with Personnel Policy 10.7 – Demotions

NO If the applicant is not recommended for hire, indicate the reason(s) by checking the appropriate areas:

- ___ Withdrew from process, reason (specify): _____
- ___ Does not meet minimum qualifications
- ___ Experience less related than person selected
- ___ Training/education less related than person selected
- ___ Other (specify): _____

_____/_____
Signature of Interviewer Date

Name of Interviewer (Print)

_____/_____
Signature of Division Manager Date

Name of Division Manager (Print)

_____/_____
Signature of Department Director Date

Name of Department Director (Print)