



**NIAGARA COUNTY**  
 Civil Service  
 111 Main Street – Suite G2  
 Lockport, New York 14094

(716) 438-4071

**CANVASS LETTER DIRECTOR OF FACILITIES I  
 ROYALTON HARTLAND CENTRAL SCHOOL DISTRICT**

**RESPONSE MUST BE RECEIVED BY JANUARY 3, 2018**

Dear Candidate,

This letter is an inquiry concerning your interest in availability for employment. **This is not a job offer.** Please read carefully the information on the second page of this form and then complete the appropriate statement below and return to the above address.

**Failure to reply** on or before the reply date shown above will be treated as a declination and will result in your name being **REMOVED** from the eligible list.

POSITION TITLE: <b>DIRECTOR OF FACILITIES I</b>	SALARY RANGE: <b>\$50,000 – 60,000 Based upon experience</b>
LOCATION OF EMPLOYMENT: <b>ROYALTON HARTLAND CENTRAL SCHOOL DISTRICT</b>	DURATION OF EMPLOYMENT: <b>PERMANENT</b>
<b>***PLEASE SUBMIT A COPY OF YOUR RESUME WHEN RETURNING THIS CANVASS LETTER***</b>	

**STATEMENT OF AVAILABILITY**

- ( ) **I am interested** in employment in this position. If selected, I could report to work within \_\_\_\_ days after being notified to do so. (30 days or more will not be certified). I understand that I must respond to phone calls and requests for interviews. **FAILURE TO RESPOND WILL BE INTERPRETED AS A DECLINATION OF THE TITLE AND MY NAME WILL BE REMOVED FROM THE ENTIRE ELIGIBLE LIST FOR ALL FUTURE POSITIONS.**
- ( ) **I am not interested** in employment in this position due to the **SALARY** being offered. Excluding general contract increases, if the salary for this position is increased during the life of the eligible list, please reactivate my name for possible consideration.
- ( ) **I am unavailable** for employment in this position and request that my name be placed on **Inactive Status** for my reasons stated on the reverse side of this form. All inactive status is a mandatory minimum period of six (6) months.
- ( ) **I am not interested** due to the **LOCATION** of the position. **County appointments – Location is Department**, not worksite. **Town, school or village appointments - Location is Total Municipality or District**, not worksite. I understand that I will not be canvassed for the department, municipality, or district again from this list.
- ( ) **I am no longer interested in a position in this title.**
- ( ) **I am not interested in any Niagara County School District Employment.**

**PRINT NAME:** \_\_\_\_\_

**Other Phone:** \_\_\_\_\_

\_\_\_\_\_  
**DATE**                      **CANDIDATE'S SIGNATURE**

\_\_\_\_\_  
**Home Phone:**

It is **your responsibility** to advise this department of your address change for all lists.

## INFORMATION

The purpose of this inquiry is to determine your interest in and your availability for employment in the position noted on the front of this letter. Do not interpret this letter to mean that you will be interviewed immediately or selected for this position. Interviews and any subsequent appointment(s) are dependent on the number of vacancies available and the number of candidates interested in employment in such vacancies. Interested candidates may be asked to appear for interviews on the basis of their rank on the eligible list. **Do not leave your present employment.**

### DURATION OF EMPLOYMENT

**PERMANENT:** Appointment to a permanent position from an open-competitive list is subject to satisfactory completion of a probationary period of not less than eight nor more than twenty-six weeks. Appointment to a permanent position from a promotional list is subject to satisfactory completion of a probationary period of eight weeks.

**TEMPORARY:** Appointment to a temporary vacancy is normally limited to the length of time specified. Acceptance of a temporary appointment will not necessarily lead to permanent appointment. All eligibles, including those temporarily appointed, will be re-canvassed for permanent vacancies. Declination of a temporary offer will not affect the future consideration of the candidate's name for any possible permanent position.

**TRAINEE:** Appointment to a trainee position will be for at least one (1) year during which time appointees will be required to achieve all required training and/or receive required license or certificate.

### AVAILABILITY FOR EMPLOYMENT

If you are interested in employment, it is hoped that you will be able to report for duty within fifteen (15) days after being selected for appointment. If you are unable to report within fifteen (15) days, however, you may indicate the amount of time you will require and discuss your situation at the time of the interview. Candidates who are unable to report for duty within thirty (30) days will not be certified to the department.

If you indicate you are interested in employment in this position but are not interviewed or after the interview are not selected for appointment at this time, your active status is continued. **Candidates who decline after an interview, must immediately submit a letter of declination to the Civil Service Office.**

If you fail to reply to a canvass letter, your name will be removed from the eligible list. If you wish to be reinstated, you must present your request in writing for the Personnel Officer to review and possible approval. You must explain your reasons for your failure to reply.

If you indicate you are unavailable for appointment to this position, your name will be placed on inactive status for a minimum of six (6) months. Upon completion of the minimum period you must notify this office of your wish to become active. You will then be activated if this list is still in existence. Thereafter, you may not request inactive status again.

**My reasons for being unavailable or not interested due to location are:**

---

---

---

---

---

---