



# EMPLOYEE SERVICE RATING – ANNIVERSARY

## REPLACEMENT REPORT FORM INSTRUCTIONS

Fill in the top six fields for the employee as listed below:

- Date (Enter date employee was hired in or promoted to current position)
- No. (Enter last four digits of employee's Social Security Number)
- Name (Enter employee's full name)
- Class (Enter the employee's current job title)
- Jurisdiction (Enter the Agency's name – examples: City of Mobile, Mobile County, MAWSS, City of Saraland, etc.)
- Department (Enter the current division or section the employee is assigned to work)

### **Print the form -**

Complete the form by marking only one rating for the employee and providing the required supervisory signature(s). Please return the completed form to the Mobile Civil Service.

Reminders: Attach justification statement for rating of 4. Only one (1) service rating may be submitted per employee.

Please contact the Certifications Department of the Mobile Civil Service at 251-445-4558 for any questions related to service ratings or completion of this form.