

**INSTRUCTIONS FOR COMPLETING
JOB CLASS APPLICATIONS
AND
BID PREFERENCE FORMS**

Employees must have on file an approved JOB CLASS APPLICATION before submitting a BID PREFERENCE FORM. Vacancies and Awards will be posted between the 1st and 5th of JANUARY, APRIL, JULY and OCTOBER.

After you decide what Job Classification(s) you are interested in, you must first fill out and submit a JOB CLASS APPLICATION. Please review the minimum qualifications (MQ's) for the desired job classification prior to completing your application to verify that you fulfill the minimum requirements. ALL documentation verifying that you meet the minimum qualifications MUST be on file with AMHS Headquarters or ATTACHED to your application or it will be returned to you. Remember that you must submit a JOB CLASS APPLICATION for each different CLASSIFICATION that you wish to apply for. This form is not an application for a bid. You will be notified whether you are qualified or not qualified for the submitted JOB CLASSIFICATIONS.

After you receive an APPROVED JOB CLASSIFICATION LETTER you are now eligible to bid on a specific job. As stated above, vacancies will be posted each quarter, starting the first of each year. When you see a job that you desire posted, and you have an APPROVED JOB APPLICATION LETTER on file, you may then fill out a BID PREFERENCE FORM for THAT CLASSIFICATION. Please use the following guidelines in filling out this form:

- 1) List only the jobs that you have an approved JOB CLASSIFICATION APPLICATION for.
Note: For example, if you have received confirmation of approved JOB CLASSIFICATION APPLICATIONS for Bartender, Cashier and Second Cook, you may list advertised jobs in any of these classifications all on the same BID PREFERENCE FORM, but you MUST have on file an approved JOB CLASS APPLICATION for any job you list.
- 2) List ONLY the jobs you are willing to accept.
- 3) List the jobs in ORDER OF YOUR PREFERENCE
- 4) Understand that you may cancel or change your preferences only during the open bid period. Be aware that at the date of closing of the Bid Advertisement ALL BIDS ARE FINAL AND MAY NOT BE WITHDRAWN. You will receive no phone calls or letter advising of awards. Bids will be awarded as listed in IBU Rule 28. You must accept your new bid and work that bid in accordance with Rule 28. That is, you must work your new position for six months, or go to relief status.
- 5) If you are applying for a LATERAL TRANSFER (you currently hold a bid in a specific classification and wish to transfer to another position in the same classification) you **do not** need to fill a JOB CLASS APPLICATION or attached any documentation of the minimum qualifications. Simply complete the BID PREFERENCE FORM and indicate after the Job Classification Title that this is a LATERAL.