



**CIVIL SERVICE COMMISSION**  
**City and County of San Francisco**

25 Van Ness Avenue, Suite 720  
San Francisco, California 94102-6033  
Kate Favetti, Executive Officer  
(415) 252-3247

CSC Register No.

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To:

CC:

**APPEAL TO THE CIVIL SERVICE COMMISSION**

**INSTRUCTIONS:** Submit an original copy of this form to the Executive Officer, Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102-6033. Appeal must be received by the Executive Officer within **the designated number of days** following the postmarked mailing date of notification from the Department of Human Resources to the appellant. Original signature of appellant or authorized representative required for appeals. **(E-mail not accepted.)**

**TYPE OF APPEAL:** (Check One)

- Examination Matters **(by Noon on 5<sup>th</sup> working day)**
- Employee Compensation Matters **(by Noon on 7<sup>th</sup> working day) - Limited application**
- Personal Service Contracts **(Posting Period)**
- Other Matters **(30 Calendar days)**  
(i.e., Human Resources Director/ Executive Officer Action)
- Future Employability Recommendations (See Notice to Employee)

Full Name of Appellant

Work Address

Work Telephone

Job Code

Title

Department

Residence Address

City

State

Zip

Home Telephone

Full Name of Authorized Representative (if any)

Telephone Number (including Area Code)

**COMPLETE THE BASIS OF THIS APPEAL ON THE REVERSE SIDE.** (Use additional page(s) if necessary)

Does the basis of this appeal include **new** information not previously presented in the appeal to the Human Resources Director? If so, please specify.

Check One:

Yes

No

Original Signature of Appellant or Authorized Representative

Date

