

Harvard University - SEIU Employees Only



Custodial Services Bid Application Form

(Employees who want to internally bid into a new position complete this form)

Name:

Harvard ID#:

Current number of hours working:

Contact phone number:

Current Supervisor:

Current Custodial Work Unit:

(Please list current area/building/location)

Seniority Date:

I would like to be considered for the following custodial position:

Requisition #: (Number starts with a 6)

(Please see manager, posting in work location or <https://hr.harvard.edu/search-jobs>)

Position Title: Position Hours:

(Custodian B, Custodian A or Crew Chief)

Per contract Article 29.5, An employee who bids for a vacancy agrees to accept it if selected and, if awarded the vacancy, further agrees not to bid for another vacancy for a period of nine (9) months thereafter. The preceding sentence will not apply to prevent employees from bidding on vacancies in higher-rated classifications within the nine-month period.

Employee Signature: Date:

Form must be submitted by application deadline to:

CSHR_custodialbids@harvard.edu

You may also apply as an internal applicant online at:

<https://hr.harvard.edu/jobs>