|  |  |
| --- | --- |
| CUPE 1858 Self-Declaration |  |
| of 600 hours of seniority for consideration  as an internal applicant on CUPE job postings |

*Save and upload with your application documents.*

|  |  |  |
| --- | --- | --- |
| **Name:** |  | **Enter Your Full Name** |
|  |  |  |
| **Competition Number** |  | **Enter Competition Number** |

This declaration is confirmation that I have \**Enter Seniority Balance* hours of seniority as of *Enter Date* the last paid/accrued date as reflected in the employee portal. In consideration of my application as an internal candidate, I declare that I have accrued/will accrue additional hours on the following days:

|  |  |
| --- | --- |
| **Dates** | **Hours** |
| Click Here to Enter Dates | Click Here to Enter Hours |

bringing my total seniority to 600 hours or more. *Following the close of the competition, Human Resources will confirm the self-declared hours.*

I understand that should the seniority hours declared, for whatever reason, not be earned and my seniority hours are less than 600 by the competition closing date, my application will be considered an external application for the above-note competition.

\* Sign into the Employee Portal from the Payroll website. Click on Employee Self-Service > Payroll > Seniority Balances.