

## **Rescind of Resignation or Voluntary Retirement Request Applicants:**

### **Instructions to request to rescind your resignation in good standing or voluntary retirement from state service:**

The purpose of this area of Freenames is to request to rescind a resignation in good standing or a voluntary retirement from state service (herein referred to as “rescind resignation” or “resignation”).

#### **Eligibility:**

In order to be approved to rescind resignation, a former State employee must have:

- Attained permanent status as a State employee
- Separated from state service in good standing,  
And
- Resigned or retired from a position in the Classified service or a bargaining unit position in the Unclassified service within the Executive Branch.

The State of Connecticut is not required to rehire individuals who rescind resignation and there are no reemployment rights associated with rescind resignation. Rather, when the rescind resignation is approved by DAS SHRM, an applicant who is rehired is eligible for certain privileges in accordance with [DAS General Letter 177- Withdrawal of Resignation or Voluntary Retirement](#).

In order to be approved to rescind resignation, you need to meet the eligibility criteria outlined above.

You must know the official job title of the position in which you held permanent status. In most cases, this will be your last job and your last paystub will contain this information. If the job class has multiple job codes due to different (weekly) hours, you must select the corresponding box for consideration for job openings assigned to those job codes.

Example: You resigned in good standing with permanent status from the class of Information Technology Analyst 1. Check the following the boxes:

- 7603EU – Information Technology Analyst 1 (35 Hour)
- 7603FD – Information Technology Analyst 1 (40 Hour)

If you did not attain permanent status in the last held position but had previously attained permanent status in another position, you must know the official job title of that position. If you are unsure about your eligibility or job title, contact your former Human Resources representative.

#### **Instructions:**

- In your browser type <https://jobapscloud.com/ct>.
- Under **Application Template**, select the **Freenames** link.
- Within the Freenames page, under the **Rescind of Resignation or Retirement** category, click the radio button for **Rescind of Resignation or Retirement**.

- Click **Start Application**.
- Select the box next to the job class (es) for which you held permanent status and associated pay plans. **Note:** DO NOT use the Search bar to select classes when completing a Freenames Application. Doing so unchecks any classes you have already selected.
- Scroll to the top of the page and click **Add All Checked Classes to My RESCND Application**.
- Under **Terms of Use Agreement**, select **I agree with the above terms of use** checkbox located in the grey box.
- Review and take action on the following:

<b>If</b>	<b>Then</b>	<b>Result</b>
You have registered previously	Click <b>I have Registered Previously</b> then enter your JobAps User Id and Password and click <b>Retrieve Application</b> to select an Application Template or a Submitted Application to copy.	A Freenames Application auto-populates. You will be required to complete all areas with a <b>red*</b> .
You have not registered previously	Click <b>I am a New User</b> and follow the instructions to establish a JobAps Account.	A Freenames Application will open. You will be required to complete all areas with a <b>red*</b> .

- This will direct you to the **Profile** tab of your Freenames Application. Information will auto-populate based on any information you have previously submitted in JobAps, if applicable. NOTE: If you resigned or retired from a bargaining unit position in the Unclassified service click '**Yes**' to the question '**I held permanent, classified State service at the time of my resignation or retirement in good standing**'.
- Complete each tab of the application and at the bottom of each page, click **Save & Continue**. Boxes with a **red\*** are **required fields**.
- On the **Other** tab, under **Required Additional Materials**, click on the box **n/a**. Click **Save & Continue**.
- On the **Review** tab, carefully examine the information you have entered and if it is correct, click **Ready to Send App**.
- If the information is not correct, make the necessary corrections then click the **Submit** tab, certify the statements by clicking the box in the upper corner, then click **Submit to State of Connecticut**.
- A pop-up confirmation displays instructing you to add the accepted address to avoid any email notifications being blocked or filtered to a spam folder. Click **Ok**.

- A **Confirmation of Employment Application Submission** page displays with the title(s) of the Freenames – Rescind of Resignation or Retirement application(s) submitted.

**Note:** If you forgot to select a job class, after submission of the application click Return to Online Employment Center and start a new Freenames Application with any missed job classes following the above instructions.

### **What's Next?**

By submitting this application and receiving approval by DAS, Statewide Human Resources Management (SHRM), your name will automatically be placed on certified recruitment list(s) matching your former job class title and selected location(s), shift and type(s) of employment for a period of two (2) years from your date of resignation or voluntary retirement.

You will receive an email notification from DAS SHRM to let you know whether or not your rescind request is approved or not approved. If your request is approved, the email may include an attachment, CT HR-6A form, displaying any other classes you previously held permanent status.

If your request is not approved, you name will not be placed on recruitment list(s) and you must apply individually to job openings in which you are interested and qualified. Rescind privileges afforded under General Letter 177 will not apply.