



New York State (NYS) is an equal opportunity/affirmative action employer. NYS Law prohibits discrimination because of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status, domestic violence victim status, carrier status, gender identity or prior conviction records, or prior arrests, youthful offender adjudications, or sealed records unless based upon a bona fide occupational qualification or other exception

If you are a person with a disability and wish to request that a reasonable accommodation be provided for you to participate in a job interview, please contact the NYS Department of Agriculture and Markets Human Resources Office at (518) 457-3216.

IDENTIFYING INFORMATION

Please read all instructions carefully. All pages of this application must be completed, and the application signed. If you need additional space, please use the **ADDITIONAL REMARKS** section. Applicants may be required to complete additional components of the Employment Application as directed by the hiring agency. Part 2 of the New York State Employment Application must be completed by Applicants after the interview process.

Name: _____ XXX/XX/_____ SSN (last 4 digits only)

Current Mailing/Street Address: _____

_____ NYS EMPLID (if assigned)

City	State	Zip Code	
Email Address: _____			() _____ Home Phone
Permanent Street Address (if different from above): _____			() _____ Business Phone
List any other names by which you have been known (including nicknames): _____			() _____ Cell Phone

APPLICANT INFORMATION

1. All candidates must be eligible for employment in the United States and maintain this eligibility throughout their employment with NYS. Employment is contingent upon the provision of proof of the right to accept employment in the United States.
 - a. Are you legally authorized to work in the United States? Yes No
 - b. Will you now, or in the future, require sponsorship for employment visa status (e.g. for an H-1B Visa)? Yes No
 - c. If under age 18, can you provide a work permit? Yes No N/A

POSITIONS MAY REQUIRE TRAVEL AND/OR OPERATION OF A MOTOR VEHICLE OR HEAVY EQUIPMENT

2. Certain positions may require extensive travel within a designated area of assignment; to otherwise travel in areas that may not be served by public transportation; to routinely operate a motor vehicle; and/or to routinely operate heavy equipment requiring a specialized license.

For positions requiring operation of a motor vehicle or heavy equipment, appointees must possess a driver license valid in NYS at the time of appointment and continuously thereafter. Candidates who do not possess a driver license valid in NYS must be able to demonstrate their capacity to meet the transportation needs of the job at the time of interview.

- a. Do you currently have a valid driver license that allows you to operate a motor vehicle in New York State? Yes No
 - b. If yes, please select your license class: CDL A B C D E Other (specify) _____ Yes No
- Licensing State: _____ License Number: _____

c. For Commercial Driver License (CDL) holders, please list your endorsements or restrictions: _____

d. Have you ever had your driver license revoked or suspended? Yes No N/A
If yes, please explain: _____

POSITIONS MAY REQUIRE PROFESSIONAL LICENSURE OR CERTIFICATION

3. For some positions, professional licensure, registration, certification, or other authorization to practice a trade or profession is required. Applicants claiming these credentials will be required to provide proof as a part of the screening process. If you are required to possess such credentials for the position you are applying for, please complete the following questions:

a. Name of Trade or Professional License/Certificate: _____
License No.: _____ Issued By: _____ Issue Date: _____
Expiration Date: _____ Registration Date: _____
Registration Expiration Date: _____ Type/Specialty: _____

b. Do you have any conditional limitations or restrictions on your ability to practice under your professional license/certification/registration? Yes No N/A

c. Has your license/certification/registration ever been revoked? Yes No N/A
If yes to 3b or 3c, please specify in detail: _____

d. For Teacher Certification: Is your Certification Initial, Provisional, Permanent, or Professional?
Please specify: _____

POTENTIAL FOR CONFLICT OF INTEREST

4. Please provide the names of any relative(s) employed by the agency with which you are seeking employment. For the purposes of this application, a "relative" is defined as a person living in the same household, parents, grandparents, spouse, siblings, children, aunts, uncles, nieces, nephews, and in-laws.

Relative Name: _____ Relationship to you: _____
 Check here if you have no relative(s) employed by the agency with which you are seeking employment.

5. Please provide the names of any entity (Business or Vendor) or describe any connection you have to any entity doing business with the agency with which you are seeking employment. If a relative, as defined in Question 4, is affiliated with, or owns an entity doing business with NYS, use this section to describe the connection to you.

Name of Entity with which you have a connection: _____
Describe the connection and any relationship to you: _____
 Check here if you have no relationship or connection to any entity doing business with NYS.

JOB INTERESTS AND EMPLOYMENT AVAILABILITY

6. Type of work or position desired: _____

7. Geographic work location(s) desired: _____

8. Some positions require different work schedules.
Please indicate which schedules you would be able to perform:

Hours	Ability to Work	Schedule	Ability to Work	Duration	Ability to Work
Shift Work	Yes <input type="checkbox"/> No <input type="checkbox"/>	Saturday hours	Yes <input type="checkbox"/> No <input type="checkbox"/>	Permanent	Yes <input type="checkbox"/> No <input type="checkbox"/>
Overtime	Yes <input type="checkbox"/> No <input type="checkbox"/>	Sunday hours	Yes <input type="checkbox"/> No <input type="checkbox"/>	Temporary	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Full-time	Yes <input type="checkbox"/> No <input type="checkbox"/>	Seasonal	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Part-time	Yes <input type="checkbox"/> No <input type="checkbox"/>	Summer Only	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Per diem	Yes <input type="checkbox"/> No <input type="checkbox"/>	Winter Only	Yes <input type="checkbox"/> No <input type="checkbox"/>

9. If offered a position with the hiring agency, when would you be available for work? _____

EDUCATION

Applicants will be required to provide proof of diploma and/or degrees claimed.

School	Name/Location	Credits	Diploma or Degree Received	Courses of Study (Major/Minor)
High School				
Equivalency Program	Issued by:		Number:	
Vocational or Technical Schools				
Colleges or Universities				
Other Training or Military Schools				

EMPLOYMENT & EXPERIENCE

Please list all periods of employment*, beginning with the most recent, and include all prior experiences with any state or local government. You must include all concurrent employment. Resumes will not be accepted in lieu of completing this Section. If you need extra space please attach additional sheets. Agencies reserve the right to contact any or all of your employers to verify the information provided.

Name of Present or Last Employer: _____
 Address: _____ Date Employed: ____/____/____
 Supervisor's Name and Title: _____ To: ____/____/____
 Salary: _____ Telephone: () _____
 Your Title and Duties: _____

Reason(s) for Leaving: _____
 If this is your current employer, when may we contact them? _____

Name of Present or Last Employer: _____
 Address: _____ Date Employed: ____/____/____
 Supervisor's Name and Title: _____ To: ____/____/____
 Salary: _____ Telephone: () _____
 Your Title and Duties: _____

Reason(s) for Leaving: _____

Name of Present or Last Employer: _____
 Address: _____ Date Employed: ____/____/____
 Supervisor's Name and Title: _____ To: ____/____/____
 Salary: _____ Telephone: () _____
 Your Title and Duties: _____

Reason(s) for Leaving: _____

*Attach additional sheets as needed

10. If offered a position with this agency, will you also intern, volunteer or maintain employment concurrently elsewhere? Yes No

If "Yes" please identify any other concurrent employer and position(s), including self-employment:

Employer: _____ Position Held: _____

Employer Address: _____

Please note that if you intend to maintain other employment while employed by the hiring agency, that agency's approval to do so may be required. Applicants should inquire about their ability to maintain other employment at the time of interview.

PROFESSIONAL REFERENCES

Name: _____ Relationship: _____
Address: _____ Telephone Number: (____) _____
Email Address: _____

Name: _____ Relationship: _____
Address: _____ Telephone Number: (____) _____
Email Address: _____

Name: _____ Relationship: _____
Address: _____ Telephone Number: (____) _____
Email Address: _____

ADDITIONAL REMARKS

Additional Sheets Attached? Yes No

APPLICANT AFFIRMATION & RELEASE AUTHORIZATION

I affirm that all statements made by me on this form, including attached papers, are true, complete and correct to the best of my knowledge. I understand all statements made by me in connection with this application are subject to investigation and verification and that falsification or omission of information is cause for the revocation of offer of employment or dismissal from employment. I understand that knowingly making a false statement on this application or any attachment or supporting document is punishable as a misdemeanor pursuant to Section 210.45 of the NYS Penal Law.

I hereby authorize any former or current employer, military records center, or school to provide the New York State Department of Civil Service and/or the hiring authority any and all information necessary to reach an employment decision including, but not limited to, information regarding my job duties, attendance, behavior, work habits, skills, abilities, claims, liabilities, damage, and relationships with coworkers, customers or supervisors.

Signature: _____ Date: _____

SUPPLEMENTAL INFORMATION FOR APPLICANTS

Applicants should retain a copy of this page for their records.

Additional Testing Required for Certain Positions: Physical/Medical examinations and/or drug and alcohol tests may be required for certain positions. Failure to participate in any required examinations and/or tests will negatively affect your employment eligibility and/or status.

Former State or Local Government Retirees: Section 150 of the Civil Service Law of New York State prohibits retired state or local employees from being rehired by the state or a political subdivision and receives pension benefits while employed. Applicants who are receiving service retirement benefits from New York State, Municipal or Political Subdivision Retirement System must have approval under Section 211 or 212 of the Retirement and Social Security Law to protect their current service benefits.

Post-Employment Restrictions: Post-employment restrictions apply to all State Officers and Employees subject to Public Officers Law Section 73. They apply to part-time and seasonal employees, and apply equally regardless of the duration of employment while with New York State. For the two year period immediately following separation from State service, former State Officers and Employees are prohibited from:

- a. Appearing or practicing, regardless of compensation, before their former agency, **and**
- b. Receiving compensation on behalf of a client in relation to a matter before their former agency.

State Officers and Employees may also be subject to a **“reverse two-year bar”** that requires State officers and employees to recuse themselves from matters involving their former private sector employers for two years after entering State service.

The **“lifetime bar”** prohibits a former State Officer or Employee from providing services, regardless of compensation, and from rendering services for compensation, in relation to any case, proceeding, application or transaction with respect to which the former employee was directly concerned and in which he or she personally participated or which was under his or her active consideration while in State service.

Personal Privacy Protection Law Notification: The information you are providing on this application is requested by the Department of Agriculture and Markets and will be maintained with your personal history file if you are hired. Otherwise, it will be maintained in an applicant file. The Director of Human Resources, New York State Department of Agriculture and Markets, 10B Airline Drive, Albany, New York 12235, Telephone Number (518) 457-3216, is responsible for these records. This information is collected and maintained pursuant to Article 2 of the Agriculture and Markets Law, the Civil Service Law and Article 6-A of Public Officers Law. The principal purpose of collecting this information is to determine eligibility for initial and continued employment and in administering employee benefit programs. Failure to provide the requested information may hinder your possible hiring and the subsequent administration of your employee benefits.

IF YOU NEED AN ACCOMMODATION: It is the policy of the Department of Agriculture and Markets to reasonably accommodate persons with a disability. Upon request, we will provide such applicants reasonable accommodations necessary to insure full participation in our interview and selection process. If you require such an accommodation, please contact: Director of Human Resources, NYS Department of Agriculture and Markets, 10B Airline Drive, Albany, New York 12235, (518) 457-3216.

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APPLICANT INFORMATION

Please read all instructions carefully. This Addendum is considered a supplement to the NYS General Employment Application Part 1 for use by the Human Resources Office only. If you need additional space, please use the **ADDITIONAL REMARKS** section. Part 2 of the New York State Employment Application must be completed by Applicants after the interview process.

Name: _____ /_____/_____
9-Digit SSN
County of Residence: _____

NEW YORK STATE CIVIL SERVICE STATUS

- 1. Are you currently on any NYS Civil Service eligible lists? Yes No
- 2. Have you previously applied to this hiring agency? Yes No

RETIREMENT SYSTEM MEMBERSHIP

- 3. Are you presently, or have you ever been a member of the NYS or Local Retirement System? Yes No
If "Yes," please provide Retirement System Number: _____
- 4. Are you presently receiving a monthly retirement benefit from the NYS or Local Retirement System? Yes No
If "Yes," please provide the name of the employer from which you retired:

FIREFIGHTER STATUS

- 5. Are you an exempt volunteer Firefighter? Yes No
Certificate filed with _____ County Clerk.
To ensure credit for exempt volunteer Firefighter's status, as defined in Section 200 General Municipal Law, the Certificate must be filed with the Agency's Human Resources Management Office.

MILITARY SERVICE & VETERANS STATUS – U.S. ARMED FORCES

- 6. Are you a:
Non-Veteran Veteran Disabled Veteran Spouse of Disabled Veteran
- 7. Dates of active service: From: _____ To: _____
- 8. Are you in a reserve unit? Yes No

WARTIME VETERAN STATUS

To qualify for wartime veteran status, you must have received an honorable discharge from active service of the United States and have been on active duty during one or more of the following periods:

- a. **WORLD WAR II:** December 7, 1941 - December 31, 1946;
VIETNAM CONFLICT: December 22, 1961 - May 7, 1975;
KOREAN CONFLICT: June 27, 1950 - January 31, 1955;
PERSIAN GULF CONFLICT: August 2, 1990 - the date upon which such hostilities end* *(includes the Global War on Terrorism), or
- b. Have served in the **Commissioned Corps of the United States Public Health Services** from:
July 29, 1945 - September 2, 1945;
June 26, 1950 - July 3, 1952, or
- c. Have received the **Armed Forces, Navy or Marine Corps Expeditionary Medal** for:
HOSTILITIES IN LEBANON: June 1, 1983 - December 1, 1987;
HOSTILITIES IN GRENADA: October 23, 1983 - November 21, 1983;
HOSTILITIES IN PANAMA: December 20, 1989 - January 31, 1990

9. Do you claim Wartime Veteran Status?

Yes No

If "Yes," please provide dates of active military service:

From _____ To _____

A discharge other than Honorable is not an automatic bar to employment. Each response will be reviewed on an individual basis in relation to the ability to perform job duties.

10. Did you receive an honorable discharge?

Yes No

FOR PUBLIC OFFICER POSITIONS ONLY

DO NOT COMPLETE THIS SECTION UNLESS YOU ARE DIRECTED TO DO SO BY THE HIRING AGENCY

11. Are you a U.S. Citizen?

Yes No

ADDITIONAL REMARKS SECTION

Additional Sheets Attached? Yes No

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