



DASNY EMPLOYMENT APPLICATION

Human Resources, 515 Broadway Albany, NY 12207

<http://www.dasny.org>

DASNY is an equal opportunity 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, youth 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 Human Resources office at (518) 257-3000.

1. PERSONAL DATA

Last Name		First Name		Middle Name	
Residence Address (Street/City/State/Zip)				Home Telephone #:	
Mailing Address (if different from residence address) (Street/City/State/Zip)				Business Telephone #:	
County		Length of Time at Current Residence			
Are you 18 years of age or older? Yes <input type="checkbox"/> No <input type="checkbox"/>				E-mail Address:	
If no, state your age: _____					
Are there any hours or days you cannot or will not work? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If yes, explain:					
Are you willing to work overtime as required? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If no, explain:					
EMPLOYMENT ELIGIBILITY					
You must be legally eligible to work in the United States at time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the Federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.					
Are you legally eligible to work in the United States? Yes <input type="checkbox"/> or No <input type="checkbox"/>					

2. POSITION(S) APPLIED FOR

Title/Geographic location desired	Date Available to Start

3. POTENTIAL FOR CONFLICT OF INTEREST

How were you referred to DASNY? _____

Nepotism Policy: Relatives of DASNY employees will not be hired.

Please provide the names of any relative(s) employed by DASNY. 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, first cousins, and in-laws:

Relative name: _____ Relationship to you: _____

Relative name: _____ Relationship to you: _____

Check here if you have no relative(s) employed by DASNY.

Please provide the names of any entity (Business or Vendor) or describe any connection you have to any entity doing business with DASNY. If a relative, as defined above, is affiliated with, or owns an entity doing business with DASNY, 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: _____

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 DASNY.

4. EDUCATION

Please provide evidence of all degrees and diplomas.

School Name	Address	Major/Minor	Degree/Diploma or Date Expected to Receive

5. PROFESSIONAL LICENSES, CERTIFICATIONS AND REGISTRATIONS

List all professional licenses, certifications and registrations you possess which may have relevance on your qualifications for the position(s).

Profession	License/ Registration/ Certification	State & County Issuing	License/ Registration/Certification #	Expiration Date

Have you ever had a professional license or registration (that is relevant to this position) suspended, revoked or modified?
 Yes No

If yes, explain:

Do you have any conditional limitations or restrictions on your ability to practice under your professional license, certification, or registration? Yes No

If yes, explain:

Do you have a valid driver's license? Yes No Licensing state: _____ License#: _____

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; and/or to routinely operate a motor vehicle. For positions requiring operation of a motor vehicle you must possess a valid driver's license valid at the time of appointment and continuously thereafter. If you do not possess a valid driver's license you must be able to demonstrate your capacity to meet the transportation needs of the job at the time of interview.

6. SPECIALIZED SKILLS

List any computer skills training, apprenticeships, or other skills and abilities which may have relevance on your qualifications for the position(s).

	Software	Skill Level
Computer Skills		

	Nature	Explain Relevance
Other Skills, etc.		

7. EMPLOYMENT HISTORY

List all periods of employment, beginning with your present or most recent employer and list all positions held at each employer and your direct first line supervisor for each position - use additional sheets if necessary. You may attach a resume, but you still must complete this section.

Is additional information relative to change of name, use of an assumed name or nickname necessary to enable a check on your work record? Yes No

If yes, explain:

Have you ever worked for DASNY? Yes No
 (If yes, please include below)

Employed From / /	Employer's Name	Supervisor's Name	Supervisor's Phone #
Employed Until / /	Employer's Address (Street/City/State/Zip)		
Job Title		Reason for Leaving	
Duties & Major Responsibilities			

Employed From / /	Employer's Name	Supervisor's Name	Supervisor's Phone #
Employed Until / /	Employer's Address (Street/City/State/Zip)		
Job Title		Reason for Leaving	
Duties & Major Responsibilities			

Employed From / /	Employer's Name	Supervisor's Name	Supervisor's Phone #
Employed Until / /	Employer's Address (Street/City/State/Zip)		
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Job Title		Reason for Leaving	
Duties & Major Responsibilities			

Have you ever been discharged or fired? (excluding layoffs) Yes No

If yes, explain:

Have you ever resigned from a position with disciplinary or misconduct charges pending against you? Yes No
If yes, explain:

8. REFERENCES

Please note: If you are considered for hire you will need to provide at least three (3) work references.

May DASNY contact your current employer for reference purposes? Yes No

Yes, you may contact: _____

9. CIVIL COURT RECORD

Do you have any employment related litigation pending to which you are a party? Yes No
If yes, explain (nature of litigation, State, court, litigation identifier for court purposes, year and month initiated, etc.):

Within the last 20 years, were you a party to any employment related litigation? Yes No
If yes, explain nature of litigation:

10. EMPLOYMENT CONTRACTS / NON-COMPETE AGREEMENTS

Are you a party to any contract or agreement which restricts your ability to provide DASNY the full benefit of your services, knowledge or expertise? Yes No

If so, explain nature of agreement, the parties to the agreement, the restrictions and the period of applicability of the restrictions:

11. OUTSIDE EMPLOYMENT, BUSINESS AND OTHER ACTIVITIES

If offered a position with DASNY, will you also intern, volunteer or maintain employment concurrently elsewhere? Yes No

If yes, please identify any other concurrent employer and positions(s), including self-employment, elected positions or nonpaid positions:

Employer: _____ Position held: _____

Employer address: _____

Employer: _____ Position held: _____

Employer address: _____

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

2. REPRESENTATION AND CERTIFICATIONS (please initial each section and sign at the bottom)

I understand and agree that as part of this Application for Employment, I will be requested to sign the necessary authorizations to grant DASNY permission to conduct a review of my background. These authorizations may include, but are not limited to, authorizations to investigate my past and present employment, character, education and training, professional licenses and certifications, criminal offense convictions, driver's license history, and social security number.

Initial

I understand that I must meet the position requirements established by DASNY to qualify for consideration for the position(s) I am applying for. _____

Initial

I understand that this Application for Employment becomes the property of DASNY and will not be returned.

I affirm that all of the 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 hiring authority any and all information necessary to reach an employment decision, including, but not limited to, information regarding my job duties, attendance, work habits, skills, abilities, and relationship with coworkers, customers or supervisors.

Signature

Date

ALL OFFERS WILL BE CONTINGENT UPON A BACKGROUND CHECK

13. SUPPLEMENTAL INFORMATION FOR APPLICANTS

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

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 receiving 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 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 being requested for the principal purpose of determining eligibility for initial and continued employment. The information may also be used in administering employee benefit programs and will be used in accordance with Section 96(1) of the Personal Privacy Protection Law. Failure to provide the requested information may hinder your possible hiring and the subsequent administration of your employee benefits.