



EMPLOYMENT APPLICATION PART 2 – POST-INTERVIEW DETAILED FORM

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: ITS Human Resources at human.resources@its.ny.gov or (518) 473-0398.

APPLICANT 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.

Name: Last First Middle SSN

List any other names by which you have been known (including nicknames):

APPLICANT BACKGROUND INFORMATION

All Applicants under consideration for a position with the hiring agency to whom they have applied are required to complete Questions 1-8 in this Section, and to sign the Applicant Affirmation/Reference release statement. Applicants for certain jobs will also be required to complete Questions 9-10, agree to undergo a criminal background check, and agree to certain terms and conditions of employment. Please read the Instructions and Questions carefully before responding.

Instructions: In the event that you have a criminal history, it is important to note that answering "Yes" to a question below is not an automatic bar to employment.

Answering "Yes" may or may not preclude employment depending upon the nature of the criminal offense, its relationship to the position sought, and other factors that must be considered before employment may lawfully be denied based upon prior convictions.

If your response to any of the questions below is "Yes," please provide an additional explanation and information in the ADDITIONAL REMARKS section. Each response will be reviewed on an individual basis in relation to the specific job for which you are applying. Failure to disclose a prior conviction that does not meet the criteria below may result in denial of employment based upon falsification of the employment application.

Applicants should answer "No" to the following questions if:

- a. Your conviction (Felony, Misdemeanor, or Violation) was sealed by a court, or
b. The criminal action or proceeding was terminated in your favor, (e.g. was dismissed, you received an Adjournment in Contemplation of Dismissal and the adjournment period has elapsed, you were acquitted) or
c. The proceeding on the criminal offense resulted in a youthful offender adjudication or juvenile delinquency finding, or
d. After completing a treatment program, your plea to a Felony or Misdemeanor was withdrawn and you were resentenced to a violation or a felony or misdemeanor which was sealed by the court, or the completion of the program resulted in a dismissal of all charges by the court.

APPLICANT BACKGROUND QUESTIONS (FOR ALL APPLICANTS)

You must provide an explanation in the Additional Remarks section below for each "Yes" response you select.

1. Have you ever been found guilty of unprofessional conduct, professional misconduct, or negligence in any profession? Yes No
2. Are charges now pending against you for unprofessional conduct or negligence in any profession? Yes No
3. Have you ever surrendered any license in lieu of disciplinary procedures? Yes No
4. Have you ever been discharged from employment except for lack of work, funds, disability, or medical condition? Yes No
5. Have you ever resigned from any employment in lieu of disciplinary action or termination? Yes No
6. Do you have an arrest or criminal accusation currently pending against you? Yes No
7. Have you ever been convicted of a criminal offense (Felony or Misdemeanor)? Yes No
8. Have you ever been dismissed from private employments because of habitually poor performance? Yes No

BACKGROUND INVESTIGATION AND FEES

I understand that I may be fingerprinted and that a complete Criminal Background Check (CBC) may be conducted. If required, I understand that I will have to pay the required fees.

Signature: _____ Date: _____

ADDITIONAL BACKGROUND INFORMATION QUESTIONS

Questions 9-10 and the Background Investigation and Fees statement directly above apply only to Applicants seeking positions in certain agencies whose laws, rules and regulations require Applicants to undergo a more thorough Background Investigation.

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

You **must** provide an explanation in the Additional Remarks section below for each "Yes" response you select, and sign the attestation for this section.

9. Are you currently the subject of an indicated report of child abuse or maltreatment report on file with the New York Statewide Central Register of Child Abuse and Maltreatment? Yes No
10. Are you listed on the Staff Exclusion List* as an individual who is legally prohibited from providing care and services to a vulnerable person? Yes No
* defined in Article 11 of the New York State Social Services Law

