

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. **If you are required to possess a driver license for the position you are applying for, please complete the following questions:**

- 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: A B C D E Other (specify) _____
Licensing State: _____ Expiration Date: _____
- c. **For Commercial Driver License (CDL) holders, please list your endorsements or restrictions:**

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:** _____
Type/Specialty: _____ **Issued By:** _____
License No.: _____ **Issue Date:** _____ **Expiration Date:** _____
Registration Date: _____ **Registration Expiration Date:** _____
- 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 suspended or revoked?** If yes to 3b or 3c, please specify in detail: Yes No N/A
- 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 NYS Parks. For the purposes of this application, a "relative" is defined as a person living in the same household; OR parents, grandparents, spouse, siblings, children, aunts, uncles, nieces, nephews, or in-laws.

Relative Name: _____ Relationship to you: _____

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

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

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

JOB INTERESTS AND EMPLOYMENT AVAILABILITY

6. Type of work or position desired: _____

7. Location of interest: _____

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 | No | Saturday hours | Yes | No | Permanent | Yes | No |
| Overtime | Yes | No | Sunday hours | Yes | No | Temporary | Yes | No |
| | | | Full-time | Yes | No | Seasonal | Yes | No |
| | | | Part-time | Yes | No | Summer Only | Yes | No |
| | | | Per diem | Yes | No | Winter Only | Yes | No |

9. If offered a position, 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 | | | | |

Name: _____

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. NYS Parks reserves 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 _____ To: _____
Supervisor's Title: _____ Area Code/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 _____ To: _____
Supervisor's Title: _____ Area Code/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 _____ To: _____
Supervisor's Title: _____ Area Code/Telephone: _____
Your Title and Duties: _____

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

Additional Sheets Attached? Yes No

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 NYS Parks 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: _____

Please save this completed employment application and email to the following address: PPOCareers@parks.ny.gov

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 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.

Annual Salaried Positions

The information will be maintained by the Director of Personnel, Office of Parks, Recreation and Historic Preservation, Albany, New York 12238, (518) 474-0453.

Hourly Wage (Temporary/Seasonal) Positions

The information will be maintained by the Regional Director (or their designee) in the region(s) where you are applying for employment.



New York State
Parks, Recreation and
Historic Preservation

To apply for the New York State Park Police Officer Trainee position, please include the following, so we can verify that you meet the minimum qualifications:

NYS Parks, Recreation & Historic Preservation
Employment Application – Part 1

A copy of your transcripts

A copy of your DD-214 (Applicable only for veterans)

Date of Birth: _____ / _____ / _____

I, _____(Name), certify that I have included the above documents and information, and that it is true, complete, and correct to the best of my knowledge.

Signature: _____

Date: _____

**Please save this completed employment application and email to the following address: PPOCareers@parks.ny.gov*