

**PROCESSING APPOINTMENT**

You must report to **Office of Personnel Services – Candidate Processing Unit, 150 William St. – 16<sup>th</sup> floor, New York, NY 10038** on the day of your scheduled appointment for processing listed below:

<b>DATE:</b>	
<b>TIME:</b>	
<b>PERSONNEL EXAMINER:</b>	
<b>E-MAIL:</b>	
<b>OFFICE NUMBER:</b>	

**\*\*Please ensure that you complete and sign all forms contained in the package prior to arriving to your schedule appointment \*\***

**DOCUMENTS REQUIRED FOR PROCESSING:**

- Birth Certificate
- Social Security Card
- Official Government Picture I.D. (ex: NYS Driver’s License or Non-Driver’s License I.D., Passport, Permanent Resident Card, Employment Authorization Card, or Citizenship-Naturalization papers, etc.)
- Official Diploma/Degree/Official College Transcripts
- **Two (2)** Proof of address (ex: Two current bills showing your name and current address, such as telephone, utility, etc. statements)

**\*\*Please note that the Office of Personnel Services will only accept original documentations, the examiner will make photocopies of your documents and return the originals back to you \*\***

**MONEY ORDERS:** You must bring the applicable postal money orders with you, as specified on the “Required Fees” insert. Please leave the money order **blank**. The examiner will inform you as to where to make them out to.

<b>DESCRIPTION OF FEE</b>	<b>APPLICABLE TO THE FOLLOWING</b>	<b>FEE AMOUNT</b>
Oath of Office	Applies to new hires not currently working for any other city agency under mayoral jurisdiction	\$9.00
State Clearance	Applies to all (including transfers from other city agency under mayoral jurisdiction).	\$25.00
Fingerprinting	Applies to non-managerial new hires not currently working for any other city agency under mayoral jurisdiction.	\$87.00

## **GENERAL INSTRUCTIONS TO CANDIDATES**

**Note: Please read all the information and follow all the instructions in the handout. You cannot be appointed if you do not adhere to the following instructions:**

### **CONDITIONS OF APPOINTMENT**

For the appointment of any person to any position with a City agency a candidate must meet certain requirements. For most positions the investigation begins at the time of appointment and the appointment is made subject to the candidate's satisfactory completion of the investigation. For positions involving public health and safety the candidates must be investigated prior to appointment. A separate investigation through the Department of Investigation is required for managerial, confidential or otherwise sensitive positions.

To initiate the appointment and investigation process, the candidate must complete the attached questionnaire. Additionally appropriate documentation must be presented by the candidate for the agency to verify the information declared on the questionnaires.

Appointment to the position is conditioned on the candidate cooperating fully in the investigation and failure to fulfill any of the conditions prior to and after employment can result in revocation of the appointment or termination of employment. Payment of various fees by the candidate is also required.

Investigation of conditions of appointment include qualification for the position being sought, proof of identify and authorization to work in the United States, moral character, new York City residency declaration of debts owed to the City as well as other conditions (i.e., probationary period, State Central Register Clearance) which will be discussed during your interview for appointment to the position being sought.

### **SCHEDULING OF APPOINTMENT/INITIAL INVESTIGATION INTERVIEW**

After you are recommended for consideration for a position, you will report to Personnel Services at the above address for an interview to initiate an investigation of your qualifications and background. During this interview we will discuss the planned date to start work in you new position.

As part of the appointment process, you questionnaires and documentation will be examined by the Personnel Examiner, copied and submitted to the New York City Department of Citywide Administrative Services for approval and complete you investigation.

Please be prompt for the interview. Persons, who are late for their interview, may not be seen on their scheduled date and this can result in a change of start date or withdrawal of the job offer.

### **DOCUMENTS AND FEES**

Following the simple instructions outlined will facilitate your processing. The attachments include information on the type of documents and fees required to determine you qualifications, suitability for employment, as well as for identity United States work authorization, residence, debts, etc.

The documents are required for the processing interview at Personnel Services. Only original documents can be accepted. Documents will be verified, duplicated, and returned the same day.

All new hires must present proof of identify and authorization to work in the United States. Other documents are required based on the position sought and/or individual situation.

Current Administration for Children's Services (ACS) employees being processed for a new position, are also subject to be investigated and are required to bring the documents to the interview.

Please read all questions asked on each of the forms. Answer all questions. Type or print clearly using black or blue ink pen only.

Consistency of information is required when the same information is requested in more than one form (i.e., education and experience dates, etc.)

### **IDENTITY AND AUTHORIZATION TO WORK IN THE UNITED STATES**

The Immigration Reform and Control Act of 1996, mandates that effective June 1, 1987 all employers are required to verify and keep records on every new hire employed after November 6, 1986. Employers' failure to comply with requirements can result in a civil penalty for violations of any type.

This Agency's policy is the policy of the United States, is to employ citizens and aliens lawfully authorized to work in the United States. It is also this Agency's policy not to petition Immigration and Naturalization Services to sponsor individuals to enter the United States, or to remain in the United States to work for the Agency.

Therefore, you must bring to your appointment and investigation interview the appropriate proof of identity and authorization to work in the United States listed on the attached documentation schedule. Only original documents can be accepted.

### **RESIDENCY**

The New York City Administrative Code mandates that any person entering City service on and after September 1, 1986 must be a New York City resident except for certain specific titles. The Agency may appoint a non-resident who is willing to become a resident within 90 days.

Residents must bring proof of New York City Residence by presenting documentation, list attached, at the time of appointment to the position.

Non-City Residents who are willing to become City residents within 90 days are required to submit the same type of documentation.

A Non-City Resident employee on staff prior to September 1, 1986 who is willing to become a resident within one year, may be appointed and is required to submit the same type of documentation.

**ADMINISTRATION FOR CHILDREN'S SERVICES AFFIRMATIVE  
EMPLOYMENT PLAN**

ACS is an equal opportunity employer and is strongly committed to a policy of non-discrimination as mandated in Mayoral Executive Order No. 61, the New York City Affirmative Employment Plan (AEP), and in City, State, and Federal legislation.

It is the policy and practice of ACS to provide equal opportunity to all qualified applicants and employees. ACS Equal Employment Opportunity (EEO) policy prohibits discrimination in employments based on race, color, religion, national origin, sex, age, disability, sexual orientation, marital status, veteran status, citizenship status, and promotes the full realization of EEO through a continuing affirmative employment plan. EEO shall be provided in all personnel actions, including those related to recruitment, selection, hiring, assignment, transfer, training, evaluation, promotion, wages, benefits, and separation in accordance with all applicable Federal, State, and City laws.

New York City Department of Citywide Administrative Services procedures require three separate fees to process applications for employment with City agencies. You must report to your scheduled interview with the required fingerprint, and oath fees noted below. The application fee **-ONLY-** will be deducted from your first paycheck. No application will be accepted without fees unless the “waiver of the filing fee” outlined below is applicable.

**1) Processing Fee:**

The Fee will be deducted from your first paycheck.

A processing fee is required for all appointments and actions listed below for all positions which are full time or at least 20 hours per week:

- Non-Competitive
- Exempt class
- Labor class
- Unclassified Service
- Provisional
- Transfer
- Title Change
- Reinstatement

The fee is based on the incumbent minimum of the salary range of the title being sought, regardless of appointment level (see Processing Fee Schedule below). The processing fee may be waived, in accordance with Personnel Service Bulletin 100-9R.

**Processing Fee Schedule effective 1/1/2011:**

<u>Salary Range</u>	<u>Fee</u>
Under \$30,000	\$40.00
\$30,000 – 34,999	\$47.00
\$35,000 – 39,999	\$54.00
\$40,000 – 44,999	\$61.00
\$45,000 – 62,999	\$68.00
\$63,000 – 69,999	\$82.00
\$70,000 – 74,999	\$85.00
\$75,000 – 79,999	\$88.00
\$80,000 – 89,000	\$91.00
\$89,001 – 99,999	\$96.00
\$100,000 & over	\$101.00

**Waiver of filing fee:** An application filing fee is not require if one of the following applies:

Values	Description
Discretionary waived by DCAS	Discretionary waived by DCAS
Exempt title as per PSB 100-9R	Processing fee waived for special appointments (titles specified on PSB 100-9R)
Functional transfer	Processing fees are waived for functional transfer transactions
Prov Appt ExamApplic same title	Agencies may request that the processing fee be waived for provisional appointments of individuals who have previously paid an application fee for an examination for the same title, if the list has not yet been established
Public Asst Recip – NYC Resident	Examination application fees and processing fees are waived for NYC residents receiving public assistance from the NYC Department of Social Services
Returning Emp < 1 yr from sep	Processing fees are waived for employees whose employment was terminated for economic reasons and who are rehired up to one year from the date of separation. This one year limit on the period of separation does not apply to those appointed from preferred/recall lists
Seasonal appt 5.6.1 same title	Processing fee is waived for seasonal appointments under PRR 5.6.1 for seasonal appointments in consecutive years
Title change PRR 6.1.7	Assignment during period of disability (DCAS determination)
Title reclass by resolution	Title reclassification by DCAS resolution
Waived under PSB 100-9R other	Agencies are authorized to waive the PPF as specified by PSB 100-9R (other option listed on PSB 100-9R)

## 2) Fingerprint Fee:

Postal money order (no personal checks) is the only form of payment for fingerprint fee, made payable to: New York City Department of Citywide Administrative Services or **NYCDCAS** and must include your name, address, and social security number.

The Fingerprint fee is **\$87.00** and all applicants must submit it. The fee is waived only for non-sensitive positions for participants in the Summer Youth Employment Program and Managers.

## 3) Oath Fee:

All new hire applicants must bring a **\$9.00** postal money order made payable to: The City Clerk of New York. There is no waiver for this fee.

**Note: If you are not appointed, the fees will not be refunded.**

**ADMINISTRATION FOR CHILDREN'S SERVICES  
DOCUMENTS REQUIRED FOR APPOINTMENT TO TITLE/POSITION**

Identity and Work Authorization (Note: You must submit either **one** document from list **A** or **two** from list **B**.)

<p><b>List A. Documents that establish <u>both</u> identify and employment eligibility</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> United States Passport</li> <li><input type="checkbox"/> Certificate of United States Citizenship</li> <li><input type="checkbox"/> Certificate of Naturalization</li> <li><input type="checkbox"/> Un-expired foreign passport with attached employment authorization</li> <li><input type="checkbox"/> Alien registration card with photograph</li> </ul> <p><b>Documents that establish employment eligibility only:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Un-expired INS employment authorization</li> </ul>	<p><b>List B. Documents that establish identify <u>only</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> State issued driver's license or</li> <li><input type="checkbox"/> State issued ID card with a photograph or information including name, sex, date of birth, height, weight, and color of eyes or</li> <li><input type="checkbox"/> United States Military Card</li> </ul> <p><b>Must be submitted by every candidate:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A birth certificate (U.S. and possessions) issued by State, County or municipal authority bearing a seal or other certification and</li> <li><input type="checkbox"/> Social Security Card</li> <li><input type="checkbox"/> Marriage Certificate/Legal Name Change Documents if applicable</li> </ul>
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Appropriate school degree</li> <li><input type="checkbox"/> Official letter from school with seal</li> <li><input type="checkbox"/> Official college transcript of completed credits</li> <li><input type="checkbox"/> Evaluation of foreign degree</li> </ul>	<p><b>Special Qualifications:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> For some titles, in addition to college degree, a college transcript is required to verify completed credits in certain major subjects in order to qualify for the position (refer to position specification for title).</li> </ul>
<p><b>License:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If appropriate for the position sought (refer to position specification for title).</li> </ul>	<p><b>Military Record:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Service in the United States Armed Forces DD-214</li> </ul>
<p><b>Conviction:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Court Disposition for each arrest and conviction is required</li> </ul>	<p><b>New York City Residence: For applicant and spouse, combination of <u>two</u> of the following:</b></p> <ul style="list-style-type: none"> <li>• Utility bills</li> <li>• Lease, deed, rent receipts, mortgage payment notice</li> <li>• Credit card statement, canceled mail</li> <li>• Bank statement(s)</li> <li>• W-2's and NYS/City tax returns</li> </ul>