

## PROCESSING APPOINTMENT

Your appointment for processing has been scheduled for:

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

TIME: \_\_\_\_\_

**Report to: Office of Personnel Services  
Candidate Processing Unit  
150 William Street, 16<sup>th</sup> Floor  
New York, NY 10038**

Your Personnel Examiner is: \_\_\_\_\_

Telephone Number: (212) \_\_\_\_\_

**Please ensure that you complete and sign all forms contained in this package prior to arriving to your scheduled appointment.**

### DOCUMENTS REQUIRED FOR PROCESSING

- Birth Certificate
- Social Security Card
- Picture I.D: (NYS Driver's License or Non-Driver's I.D., or Passport, or Alien Card, or Citizenship-Naturalization Papers, etc.
- Diploma/Degree
- Proof of Address - (e.g.: two current bills showing your name and current address, such as telephone bill, Con Edison bill, etc.

Please note that the Personnel Office will only accept **original** documents. The Personnel Office will make copies of your documents and give the originals back to you.

**Money Orders:** You must bring the applicable money orders with you, as specified on the "Required Fees" insert.

- \$89.75 Fingerprinting fee – it applies to new hires not currently working for any other city agency under mayoral jurisdiction.
- \$9.00 Oath fee – it applies to new hires not currently working for any other city agency under mayoral jurisdiction.
- \$25.00 State Clearance fee-it applies to everyone.

Please leave money orders blank. When you come in, we will notify you of where to make them out to.

## **GENERAL INSTRUCTIONS TO CANDIDATES**

**Note: Please read all the information and follow all the instructions in this 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 questionnaires. 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 qualifications for the position being sought, proof of identity 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 your new position.

As part of the appointment process, your 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 to complete your 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 your 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 identity 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 use black ink pen only  
Print firmly

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 1986, 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 as 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 or 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 employment 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) Application Fee:**

The Fee will be deducted from your first paycheck.

**Application 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:

1. Public assistance recipients are not required to pay. However, applicant must present to the interviewer the Department of Social Services (DSS)-Public Assistance ID card.
2. Exceptional appointment under Rule 5.7.1.
3. Seasonal appointments under Rule 5.6.1.
4. Part-time appointments of less than 20 work hours per week.
5. Hard-to-fill positions designated as such and approved by the New York City Department of Citywide Administrative Services Personnel Director prior to appointment. (No positions shall be placed in this category without prior approval through the Office of Personnel Services and the City Personnel Director.)
6. 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.

**2) Fingerprint Fee:**

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 \$89.75 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 applicants must bring a \$9.00 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  
 PERSONNEL 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.)

**List A. Documents that establish both identity and employment eligibility**

- United States Passport
- Certificate of United States Citizenship
- Certificate of Naturalization
- Un-expired foreign passport with attached employment authorization
- Alien registration card with photograph

**Documents that establish employment eligibility only:**

- Un-expired INS employment authorization

**List B: Documents that establish identity only:**

- State issued driver's license or
- State issued ID card with a photograph or information including name, sex, date of birth, height, weight and color of eyes or
- United States Military Card

**Must be submitted by every candidate:**

- A birth certificate (U.S. and possessions) issued by State, County or municipal authority bearing a seal or other certification and
- Original Social Security Card and
- Marriage Certificate, if applicable; Legal Name Change Documents

**Education:**

- Appropriate school degree
- Official letter from school with seal
- Official college transcript of completed credits
- Evaluation of foreign degree

**Special Qualifications:**

- 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).

**License:**

- If appropriate for the position sought (refer to position specification for title).

**Military Record:**

- Service in the United States Armed Forces DD-214

**Conviction:**

- Court Disposition for each arrest and conviction is required.

**New York City Residence: For applicant and spouse, combination of two of the following:**

- Utility bills
- Lease, deed, rent receipts, mortgage payment notice
- Credit card statement, canceled mail
- Bank statement(s)
- W-2's and NYS/City tax returns