

Purpose of form:

The "Work History for License Application" allows individuals to provide all necessary information regarding work history in a standardized format.

1 Applicant

This section collects essential applicant information and is required on all applications. Business fax and mobile telephone are optional information.

2 Third Party Verification

In order to verify the work history provided by the applicant is accurate, verification by an appropriate third party is required. The applicant may choose to obtain third-party verification either through an authorized union representative or by obtaining notarized experience verification forms from each of the employers listed on the LIC4.

Authorized union representatives: review work history being submitted by applicant and compare to union records. If accurate, sign and notarize section 3.

Experience verification forms from employers named on LIC4: request from each employer named on the LIC4 a notarized and completed experience verification form. Forms must be consistent with information provided on LIC4.

3 Authorized Union Representative Statements and Signatures

If third party verification is being performed by an authorized union representative, this section is required. A notarized signature is required.

4 Applicant Statements and Signatures

A notarized signature is required in order to ensure the applicants attest to the information they provided. If an application is not signed and notarized, it will not be accepted.

5 Relevant Employment History

Applicant must provide all relevant work history necessary to justify the application (this includes your current employer if applicable). Third party verification of all work history is required (see section 2). Use additional copies of page 2 as required. Be sure to indicate the number of pages being submitted at the top of each application in the space provided.

6 Social Security Information Request

In accordance with Federal and State Laws, the New York City Department of Buildings requires that all applicants for licenses/license holders provide their Social Security Number (SSN). DOB will use the SSN to conduct background investigations and maintain accurate license and related records. This information may be shared with other government agencies, consistent with applicable laws and Departmental policy or with the SSN holder's written permission, but will otherwise be kept confidential. The specific statutory authority for requiring SSN's is in the following: Federal Law-Privacy Act of 1974 (Section 7 of P.L., 93-579); Welfare Reform Act of 1996 (42 USCA 666(a)), and Section 5 of the NYS Tax Law.