

Purpose of form:

The "Work History for Civil Service Electrician" Form allows an individual to provide relevant information about their work history as a Civil Service Electrician.

1 Applicant

Section 1 of the Application obtains information about the applicant and their current business. Business fax, mobile telephone, and e-mail address are optional information on this form.

2 Applicant Statements and Signature

The applicant must print and sign their name in this section attesting to the information they provided. The application must be notarized or it will not be accepted

3 Relevant Employment History

Section 3 of the application must provide all relevant work history necessary to justify the application. Use additional copies of page 2 as required. Be sure to indicate the number of pages being submitted at the top of each application. The applicant must also provide letters from the supervising Licensed Electrician or someone with comparable qualifications that give the length of employment and confirms that applicant worked with their tools on the installation, alteration and repair of wiring and appliances for light, heat and power in or on buildings or comparable facilities under the direct supervision of the Licensed electrician (notarized & sealed with electrical seal).

4 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.

APPLICANTS MUST PROVIDE THESE ADDITIONAL DOCUMENTATIONS TO GO BEFORE THE BOARD:

- One (1) passport sized photograph taken within the past six months
- Original Birth Certificate, Current Passport or Green Card
- Provide documentary proof of technical education when claimed as part of your qualifications. Transcripts, rather than diplomas are required and they must be certified and forwarded by the school directly to the Licensing Unit.
- An official statement of earnings from the Social Security Administration of the U.S. Department of Health and Human Services indicating the periods of your employment and earnings from each employer, by name.

Applicants must schedule an appointment with the Licensing Unit by calling (212) 393-2259.
Office Hours: 9:00 – 12:45pm