



Nadene M. Pinnock, Deputy Commissioner  
Human Resources & Applicant Investigation Unit (AIU)  
75-20 Astoria Boulevard, Suite 250  
East Elmhurst, NY 11370  
718 • 546 • 3238  
Fax 718 • 278 • 6072

Date:

**THIS IS AN INQUIRY CONCERNING:**

EXAM/LIST #: \_\_\_\_\_

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
POSITION HELD

\_\_\_\_\_\*\_\_\_\_\_  
FROM / TO

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
LAST FOUR OF THE SOCIAL SECURITY NUMBER

\_\_\_\_\_  
SUPERVISORS NAME & PHONE NUMBER

In accordance with the privacy Act of 1975, I hereby give my written consent and authorize you to turn over any and all employment records relating to my employment. I acknowledge by this authorization that I release you from any obligation or liability in the disclosure of the contents of such files and the professional observations or opinions contained therein. I further request that such records be forwarded to the Correction Department Investigator, named below.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

The above named person is an applicant for the position of Correction Officer in the City of New York Department of Correction and states that he/she was employed by you during the period(s) shown above.

I have been assigned by the Correction Commissioner to investigate the character and records of this applicant in order to determine his/her eligibility for the position.

You can assist this department in its effort to appoint competent persons of good character if you would furnish the information requested on the reverse side of this letter. All information will be treated as confidential. Your cooperation and prompt reply will be greatly appreciated.

TELEPHONE # 718- \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Name/Rank:

Employment 1

<b>NAME OF FIRM OR AGENCY</b>	<b>TYPE OF BUSINESS OR FUNCTION OF AGENCY</b>	<b>DATE</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>EMPLOYED FROM/TO</b>	<b>PART TIME / FULL TIME</b>	<b>TITLE</b>	<b>LAST FOUR OF THE S.S #</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**IF NOT PRESENTLY EMPLOYED BY YOU, INDICATE MANNER OF LEAVING YOUR EMPLOYMENT**  
(PLEASE, CHECK ONE)

RESIGNED VOLUNTARILY (state reason given) \_\_\_\_\_

WAS APPROPRIATE NOTICE GIVEN IN ADVANCE OF RESIGNATION: \_\_\_\_\_

RESIGNED IN LIEU OF TERMINATION: \_\_\_\_\_

TERMINATED,	}	_____
LAID-OFF,		_____
OTHER		_____

**CANDIDATE'S EMPLOYMENT RECORD** (Check Yes or No. If you desire to elaborate, do so in "Detail")

<b>Honest?</b>	Yes No	<b>Amenable To Orders?</b>	Yes No	<b>Excessively Late?</b>	Yes No	<b>Was he Ever Disciplined?</b>	Yes No
<b>Sober?</b>	Yes No	<b>Able to get Along With Others?</b>	Yes No	<b>Excessively Absent</b>	Yes No	<b>Injured or Given First Aid?</b>	Yes No

**IS SUBJECT CONSIDERED ELIGIBLE FOR REHIRE?** Yes No

**WOULD YOU PREFER A PERSONAL INTERVIEW TO DISCUSS CANDIDATE?** Yes No

**DETAIL OR ADDITIONAL COMMENTS:**

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ADDRESS WHILE UNDER YOUR EMPLOYMENT \_\_\_\_\_ / \_\_\_\_\_

ADDRESSES OF PREVIOUS EMPLOYERS \_\_\_\_\_ / \_\_\_\_\_

SIGNATURE & TITLE OF EMPLOYER: \_\_\_\_\_ Tele. # \_\_\_\_\_