



PERMANENT FOLDER CHECKLIST (GUIDE)

NAME _____ EXAM _____ LIST _____

- _____ #1 APPLICATION FOR APPOINTMENT
- _____ #2 APPOINTMENT DECLARATIONS
- _____ #3 DECLARATIONS OF CONVICTIONS OF PENDING CRIMINAL ACTION
- _____ #4 DECLARATION OF INCARCERATED ASSOCIATIONS (*2 COPIES*)
- _____ #5 DESIGNATION OF BENEFICIARY
- _____ #6 FIREARMS DECLARATION (*2 COPIES*)
- _____ #7 HON. MEMBERS OF THE CONFLICTS OF INTEREST BOARD
- _____ #8 NEW YORK STATE PUBLIC OFFICER LAW
- _____ #9 NOTICES OF CONDITIONS OF PROBATION
- _____ #10 EMPLOYEES ADDRESS INFO FORM

- _____ EMPLOYMENT ELIGIBILITY FORM (I-9)
- _____ IRS W-4 EMPLOYEE WITHHOLDING FORM
- _____ NYS IT-2104 EMPLOYEE WITHHOLDING FORM

- _____ EEO SELF-IDENTIFICATION FORM
- _____ HON. MICHAEL MCSWEENEY, CITY CLERK, CHARTER #1136,
CHAPTER #49

- _____ CPD-B BOOKLET (*Collected*)
- _____ L.E.N.S. DRIVERS VERIFICATION FORM (*Collected*)
- _____ OATH OF OFFICE (NOTORIZED COPY) (*Collected*)
- _____ NYCERS FORMS (*Collected*)

- _____ TRANSFER OF PENSION (ACTIVE CITY EMPLOYEES) (*collected*)
- _____ HR PREA

VERIFIED BY:

PRINT

SIGN

_____/_____/_____
DATE