NEW YORK STATE DEPARTMENT OF TRANSPORTATION
APPLICATION FOR EMPLOYMENT

PER 22 (3/14)

NYSDOT provides equal opportunity and, therefore, does not discriminate on the basis of age, race, color, creed, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status, domestic violence victim status, prior arrest records, youthful offender adjudications, sealed records, previous conviction records or gender identity. Reasonable accommodations may be provided upon request.

Be sure you read all instructions carefully, completely fill in all pages of this application, print the document and sign your name on page 4. If you need additional space, use the REMARKS block at the top of page 4.

**Personal Data**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Mailing/Street Address</th>
<th>Permanent Street Address (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>City</td>
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<tr>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>State</td>
<td>State</td>
</tr>
<tr>
<td>ZIP Code</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Telephone Number (with area code)</th>
<th>Permanent Telephone Number (with area code)</th>
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</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Email Address</th>
<th>Cell Phone Number (with area code)</th>
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</thead>
<tbody>
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</table>

**Employability**

- If you are under 18 years of age, can you furnish a work permit? □ yes □ no
- Are you legally authorized to work in the United States? □ yes □ no
- Will you now or in the future require sponsorship for employment visa status (for example, H-1B visa status)? □ yes □ no

**Proof of Employment Authorization** will be required upon employment

**Licenses (some positions require licenses)**

- Do you have a currently valid MOTOR VEHICLE operator's license? □ yes □ no

  If yes, enter all class(es) of license: ________________________________

  State: ____________________________  DMV License Number: ________________  Expiration Date: ____________

  If a PROFESSIONAL license is required for the position you are applying for, complete the following:

  Type of license: ____________________________  License Number: ________________

  Valid from: ____________ to ____________  State issued by: ________________

**Your Job Interests**

**Type of Work or Job Title Desired (please specify)**

**Work Location Desired**

**Salary Required**

$ ____________ per □ year □ month □ week

Would you consider employment at another NYSDOT location? □ yes □ no

If YES, indicate preferred geographic areas: ______________________________________

Some jobs require different work schedules. Please indicate which ones you are able to perform:

Shift Work □ yes □ no  Overtime Work □ yes □ no  A work schedule that includes Saturday and Sunday □ yes □ no

How soon can you report to work after getting a job offer? ______________________________________

Please check all boxes below indicating the type of employment that interests you:

<table>
<thead>
<tr>
<th>Working Hours</th>
<th>Status</th>
<th>If you checked “temporary”</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Full-Time</td>
<td>□ Permanent</td>
<td>□ Temporary</td>
</tr>
<tr>
<td>□ Part-Time</td>
<td>□ Temporary</td>
<td>□ Summer</td>
</tr>
<tr>
<td></td>
<td>□ Temporary</td>
<td>□ Winter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>How many months?</td>
</tr>
</tbody>
</table>
### Education

<table>
<thead>
<tr>
<th>School</th>
<th>Name/Location</th>
<th>Credits</th>
<th>Diplomas/Degree</th>
<th>Course of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equivalency Program</td>
<td>Issued by:</td>
<td>Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vocational or Technical</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Universities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Training or Military</td>
<td></td>
<td></td>
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</table>

Special skills, training or certificates:

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### Employment Experience

Please complete all items, even if you have already provided us with a resume. □ Resume attached.

List your job history starting with your current or most recent position. Include U.S. military experience, summer or part-time jobs, internships, volunteer work, etc. You must show and explain any gaps in employment.

<table>
<thead>
<tr>
<th>Current Employer Name</th>
<th>Street Address</th>
<th>City, Village or Town</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Telephone Number (with area code)</td>
<td>Salary $ ______ per □ year □ month □ week □ hour</td>
<td>Current Job Title:</td>
<td>Current Supervisor:</td>
<td></td>
</tr>
</tbody>
</table>

Starting Date: ____________________________

May we contact your current employer now? □ yes □ no If NO, when?

Explain reason for leaving: ____________________________

Describe your duties and responsibilities: ____________________________

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Leaving Date: ____________________________

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Describe your duties and responsibilities: ____________________________

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Leaving Date: ____________________________

Explain reason for leaving: ____________________________

Describe your duties and responsibilities: ____________________________
Employment Experience, continued

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Explain reason for leaving: ____________________________________________________________

Describe your duties and responsibilities: ____________________________________________

Employment of Relatives by NYSDOT or by person(s) or entities doing business with the Department

The "relative" of any individual shall mean any person living in the same household as the individual and any person who is a direct descendant of that individual's grandparents or the spouse of such descendant.

If you have a relative employed by NYSDOT or by a person(s) or entity doing business with the Department, you will be required to complete and submit a PER 79a form with application for employment.

<table>
<thead>
<tr>
<th>Relative's Name</th>
<th>Relationship to Applicant</th>
<th>Location of Relative's Job</th>
<th>Relative's Job Title</th>
<th>NYSDOT Region or Division where relative is employed, or the name of the person(s) or entities employing relative and doing business with the Department, including the project they are working on</th>
<th>Duration of Job or Project</th>
</tr>
</thead>
</table>

Duties of Relative: ____________________________________________________________

New York State Civil Service

Have you ever worked for the State of New York in a position not listed on this Application?  □ yes □ no

If YES, Agency: ___________________________ Dates: From ______ to ______

Additional Questions

1. Were you ever discharged from any employment except for lack of work, funds, disability or medical condition? □ yes □ no

2. Did you ever resign from any employment rather than face dismissal? □ yes □ no

3. Did you ever receive a discharge from the Armed Forces of the United States which was other than Under Honorable Conditions? □ yes □ no

4. Do you have an arrest or criminal accusation currently pending against you? □ yes □ no
   If yes, please describe (if a prior arrest or criminal offense resulted in a conviction, you may need to disclose this information in response to the following question).

5. Have you ever been convicted of a criminal offense (felony, misdemeanor or violation)? □ yes □ no
   If yes, please describe below.
   Answering YES may or may not preclude employment depending on the nature of the criminal offense, its relationship to the position sought, and other factors that must be considered before employment may be lawfully denied based on prior convictions.
   You should answer NO if:
   a. Your conviction (felony, misdemeanor or violation) was sealed by a court, or
   b. The criminal action or proceeding was terminated in your favor, e.g. was dismissed, you received an Adjournment in Contemplation of Dismissal and the adjournment period has elapsed, you were acquitted, or
   c. The proceeding on the criminal offense resulted in a youthful offender adjudication or juvenile delinquency finding which has been sealed/expunged pursuant to the Family Court Act, or
   d. After completing a treatment program, your plea to a felony or a misdemeanor was withdrawn and you were resentenced to a violation which was sealed by the court or the completion of the program resulted in a dismissal of all charges by the court.

Failure to disclose a prior conviction that does not meet the criteria above may result in denial of employment based on falsification of the employment application.

If you answered YES to any of these questions, provide an explanation here or in the REMARKS section on page 4. If you prefer not to provide an explanation on this form, you may submit a written explanation under separate cover to the Personnel Office.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
General Information

Remarks:__________________________________________


Post-Employment Restrictions

Post employment restrictions apply to all State Officers and Employees subject to Public Officers Law Section 73. They apply to part-time and seasonal employees, and apply equally to a one-day or thirty-year hire.

For the two year period immediately following separation from State service, former State Officers and Employees are prohibited from:

- Appearing or practicing, regardless of compensation, before his or her former agency,
- and
- Receiving compensation on behalf of a client in relation to a matter before his or her former agency.

The New York State Joint Commission on Public Ethics (JCOPE) has construed the Public Officers Law to contain a “reverse two-year bar” that requires State officers and employees to recuse from matters involving their former private sector employers for two years after entering State service.

The lifetime bar prohibits a former State Officer or Employee from providing services, regardless of compensation, and from rendering services for compensation, in relation to any case, proceeding, application or transaction with respect to which the former employee was directly concerned and in which he or she personally participated or which was under his or her active consideration while in State service.

Medical Testing is Required for Certain Positions

Medical examinations and/or drug and alcohol tests may be required. Failure to participate in required examinations/tests will affect your employment eligibility and/or status.

Personal Privacy Protection Law

The information you submit on this application will be used to determine your qualifications for employment and will be used in accordance with Section 96(1) of the Personal Privacy Protection Law. Failure to provide the information requested may affect your employment status.

Affirmation/Reference Authorization

I affirm that all statements made by me on this form, including attached papers, are true and correct to the best of my knowledge. I understand that falsification or omission of information is cause for dismissal from employment. I also agree to authorize any former or current employer, military records center, or school to provide the New York State Department of Civil Service and/or the Department of Transportation any and all information including, but not limited to, information regarding my job duties, attendance, behavior, work habits, skills, abilities, claims, liabilities, damages, and relationships with coworkers, customers or supervisors.

Signature:__________________________________________ Date:__________________________
Transportation Construction Inspectors (TCIs)

Each year prior to the construction season, the New York State Department of Transportation (DOT) begins hiring qualified individuals to augment its permanent workforce. All Transportation Construction Inspectors (TCIs) are Seasonal Positions. Transportation Construction Inspectors (TCIs) assist in monitoring and inspecting construction projects during the construction season that begins in April. The actual length of the construction season varies between DOT regions, depending on the weather as well as the number and kind of projects being undertaken. In the downstate regions (New York City, Long Island, or the Lower Hudson Valley, for example), the construction season may extend through the end of December.

The number of TCIs hired by a region and the length of their employment depend on function requirements and duration of the construction projects. As a result, candidates may be hired for any duration between two and nine months.

Transportation Construction Inspectors are primarily field jobs. Individuals must be able to get to the various construction sites on their own. It is helpful, therefore, if candidates have access to reliable transportation. Candidates may be expected to work some overtime. In these instances, TCIs are eligible for overtime pay. Depending on workload, the nature of the position may also result in a TCI having to work in several different counties.

Tasks and Duties:

Under the supervision of a Department of Transportation Engineer-in-Charge, a Transportation Construction Inspector will be physically assigned to one or more construction projects to perform the following construction or materials inspection or inspection-related tasks:

Earthwork Inspection: Inspects contractor's operations in building earth or rock embankments that serve as foundations for pavement; conducts gradation tests, compaction tests, and moisture content tests to ensure material is of correct size and is properly densified; checks thickness of the layer of materials placed and the type and suitability of compaction equipment; assists in survey, layout, and measurement activities.

On-Site Concrete Inspection: Inspects contractor's operations in placement of concrete for pavements and for bridge piers and abutments; conducts air content tests, slump tests, and obtains cylinders for subsequent load tests; inspects contractor's method of handling and placing concrete to minimize segregation, the finishing of the concrete, and the method of curing; inspects paving trains to ensure a smooth concrete pavement.

Structural Inspection: Inspects contractor's erecting of steel to ensure correct placement; inspects field welds; inspects surface preparation and the painting of steel.

Drainage Inspection: Inspects contractor's operations in the installation of culverts, sewers and ditches; ensures that excavation of trenches is done in a safe manner for proper alignment and grade, that correct material is placed, and properly shaped to "bed" the pipe and that backfill over pipe is of correct material and properly compacted.
Transportation Construction Inspectors (TCI’s)

Asphalt Pavement Inspection: Inspects contractor’s placement of asphalt pavement; ensures temperature for placement is correct, lift thickness is in conformance with specifications, and the asphalt is properly compacted.

Materials Inspection: Inspects production at a batch plant of Portland cement concrete or bituminous concrete; ensures that ingredients are from an approved source (i.e., stone, sand, asphalt or cement), that they are mixed in correct proportions for a specified time period; that automation features of the plant are working properly; maintains documentation of tests and delivery; performs materials test, quantity calculations and related activities in the Materials Unit.

Project Support Activities: Calculates actual construction project length, areas and volumes to support authorization of payments to the contractor; performs technical checking activities in support of administering the contract; performs other technical and engineering-related functions as required.

Miscellaneous Inspection Assignments: Construction inspection assignments may also include: inspection of curbing, sidewalk, signs, guide railing, pavement markings, landscape items, water, sanitary, traffic signals, maintenance and protection of traffic, highway lighting, fencing, crack sealing, joint filling. TCIs may be assigned to a Construction Support Group such as Soil (stockpile testing), Independent Quality Assurance Testing (IAST) or Construction Survey.

Minimum Qualifications:

Transportation Construction Inspector 1

- One construction season (minimum of 6 months) of work experience in highway, bridge or other civil engineering related construction inspection, as described in the Transportation Construction Inspector Tasks and Duties, or;
- Completion of at least one year (30 semester credit hours) of college course work as part of an Associate’s Degree program in civil engineering, civil engineering technology, construction technology, engineering science or surveying technology, or;
- Completion of at least one year (30 semester credit hours) of college course work as part of a Bachelor’s Degree program in engineering, engineering technology, mathematics, physical science, architecture or architectural technology, construction technology, environmental technology, landscape architecture, design, surveying, physics, geology or forestry.

Transportation Construction Inspector 2

- Two construction seasons (minimum 12 months total) of work experience in highway, bridge or other civil engineering related construction inspection, as described in the Transportation Construction Inspector Tasks and Duties, or;
- Completion of an Associates Degree program in civil engineering, civil engineering technology, construction technology, engineering science or surveying technology, or;
- Completion of at least 2 years (60 semester credit hours) of college course work as part of a Bachelor’s Degree program in engineering, engineering technology, mathematics, physical science, architecture or architectural technology, construction technology, environmental technology, landscape architecture, design, surveying, physics, geology or forestry; or
- Completion of one construction season of work experience, as described in TCI 1 above, plus 30 semester credit hours of college course work as part of an Associate’s or Bachelor’s Degree program as cited in E or F above.

NOTE: Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verifications of equivalency. You can write to the Examinations Information Desk of the Department of Civil Service for a list of acceptable companies who provide this service. You must pay the required evaluation fee.

Salary and Benefits:

The starting salary for a Transportation Construction Inspector (TCI) is $12.30 or $13.67 per hour depending on qualifications. An increase as high as $15.21 will occur depending on the satisfactory performance and completion of six months of service.
Transportation Construction Inspectors (TCI's)

To be eligible for holiday compensation, the employee **must** work on the holiday. For further information, refer to Article 12 of the New York State PEF seasonal agreement.

Only employees appointed and expected to work for six months or longer may be enrolled for State employee's health insurance coverage and anyone in student status is advised to pay particular attention to the ramifications of accepting any benefits (inquire with the Benefits Unit prior to enrollment.)

As seasonal employees, TCI's do not have to join the Retirement System. An employee having previous Retirement System membership must continue that membership unless they withdraw from the system.

TCI's are in the Professional, Scientific and Technical Bargaining Unit and are represented by the Public Employees Federation AFL-CIO. A payroll deduction will be taken from each bi-weekly paycheck **whether or not** the employee joins PEF (agency shop requirement). Currently, the payroll deduction is .08% of the bi-weekly gross.

TCI's are entitled to travel expense reimbursement.

**To Apply:** Return to the seasonal positions page for the application and addresses.

NYSDOT, Personnel Bureau
(518) 457-6460
1-877-DOT-JOB1
DOTPersonnel@dot.state.ny.us

Affirmative Action and Civil Rights Policy Statement
Internal Affirmative Action Plan and Statement

The New York State Department of Transportation is an equal opportunity/affirmative action employer. Women, minority group members, disabled persons and veterans are encouraged to apply. Upon request, reasonable accommodations will be provided for the disabled.
Transportation Construction Inspector
Availability Questionnaire

1. Name (print) ________________________________

2. Are you available for an inspector position in the ________ construction season? (Current Year)
   Yes ☐       No ☐

IF AVAILABLE, PLEASE ANSWER THE FOLLOWING:

3. For what period? From _______________ to _______________
   (Give specific dates)

4. Do you have reliable transportation to job sites?   Yes ☐       No ☐
   If no, please explain: _____________________________________________________________

5. List the DOT Region(s) you are interested in working, in priority order:
   a. _______________________________   c. _______________________________
   b. _______________________________   d. _______________________________

6. Do you have a relative(s), or other close relationship, working for the Department of Transportation, Department Consultant or Contractor? Yes ☐       No ☐
   If yes, list names(s), relationship(s) and their work location(s):
   ___________________________________________________________
   ___________________________________________________________

7. Total number of College Credits earned: __________________________

8. If currently a college/university student, where do you attend: __________________________
   Scheduled graduation date: __________________________

9. Your current Address: ________________________________
   _______________________________________________________
   _______________________________________________________
   Email Address: _________________________________________

10. Primary Telephone Number: __________________________ Other: __________________________

11. How did you hear about the TCI positions with the NYSDOT? __________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

Signature: ___________________________ Date: __________________________

Revised 3/6/14
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