

**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**

Last Name				First Name				Middle Initial	
Current Mailing/Street Address				Permanent Street Address (if different)					
City	County	State	ZIP Code	City	County	State	ZIP Code		
Current Telephone Number (with area code)				Permanent Telephone Number (with area code)					
Email Address				Cell Phone Number (with area code)					

**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 <input type="checkbox"/> year <input type="checkbox"/> month <input type="checkbox"/> week
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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:

Working Hours		Status		If you checked "temporary"	
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Summer	<input type="checkbox"/> Winter How many months?

**Education**

School	Name/Location	Credits	Diploma/ Degree	Course of Study
High School				
Equivalency Program	Issued by:	Number:		
Vocational or Technical Schools				
Colleges or Universities				
Other Training or Military Schools				

Special skills, training or certificates:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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.

Current Employer Name	Street Address	City, Village or Town	State	ZIP Code
Employer Telephone Number (with area code)	Salary \$ _____ per <input type="checkbox"/> year <input type="checkbox"/> month <input type="checkbox"/> week <input type="checkbox"/> hour		Current Job Title: Current Supervisor:	
Starting Date: _____				
May we contact your current employer now? <input type="checkbox"/> yes <input type="checkbox"/> no      If NO, when? _____				
Explain reason for leaving: _____				
Describe your duties and responsibilities: _____				

Employer Name	Street Address	City, Village or Town	State	ZIP Code
Employer Telephone Number (with area code)	Salary \$ _____ per <input type="checkbox"/> year <input type="checkbox"/> month <input type="checkbox"/> week <input type="checkbox"/> hour		Job Title: Supervisor:	
Starting Date: _____ Leaving Date: _____				
Explain reason for leaving: _____				
Describe your duties and responsibilities: _____				

Employer Name	Street Address	City, Village or Town	State	ZIP Code
Employer Telephone Number (with area code)	Salary \$ _____ per <input type="checkbox"/> year <input type="checkbox"/> month <input type="checkbox"/> week <input type="checkbox"/> hour		Job Title: Supervisor:	
Starting Date: _____ Leaving Date: _____				
Explain reason for leaving: _____				
Describe your duties and responsibilities: _____				

**Employment Experience, continued**

Employer Name	Street Address	City, Village or Town	State	ZIP Code
Employer Telephone Number (with area code)	Salary \$ _____ per <input type="checkbox"/> year <input type="checkbox"/> month <input type="checkbox"/> week <input type="checkbox"/> hour	Job Title: Supervisor:		
Starting Date: _____ Leaving Date: _____				
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.

Relative's Name	Relationship to Applicant	Location of Relative's Job	Relative's Job Title
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			Duration of Job or Project
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**

- Were you ever discharged from any employment except for lack of work, funds, disability or medical condition?  yes  no
- Did you ever resign from any employment rather than face dismissal?  yes  no
- Did you ever receive a discharge from the Armed Forces of the United States which was other than Under Honorable Conditions?  yes  no
- 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).
- 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:

- Your conviction (felony, misdemeanor or violation) was sealed by a court, or
- The criminal action or proceeding was terminated in your favor, e.g. was dismissed, you received an Adjudgment in Contemplation of Dismissal and the adjournment period has elapsed, you were acquitted, or
- 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
- 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 Officer.

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**General Information**

Remarks: \_\_\_\_\_

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**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, damage, and relationships with coworkers, customers or supervisors.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TRANSPORTATION CONSTRUCTION INSPECTOR**  
**AVAILABILITY QUESTIONNAIRE**

1. Name (print) \_\_\_\_\_

2. Are you available for an inspector position in the \_\_\_\_\_ construction season?  
(Fill in with current year)  
Yes  No

**IF AVAILABLE, 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. In which DOT regions or locations are you interested in working?  
\_\_\_\_\_  
\_\_\_\_\_

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

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
E/mail: \_\_\_\_\_  
\_\_\_\_\_

10. Home Telephone Number: \_\_\_\_\_ Other: \_\_\_\_\_

11. How did you hear about the TCI positions with the NYSDOT? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

# NYS DOT Regions



Inquiries related to a specific region should be directed to that region. Use the list provided to locate contact information for the region you wish to contact.

**1-877-DOT-JOB1**

Regions	Contact	Counties
<b>Main Office and 1-Albany</b>	<b>Luz Molina</b> New York State Department of Transportation Personnel Bureau 50 Wolf Road, Albany NY 12232 <a href="mailto:luz.molina@dot.ny.gov">luz.molina@dot.ny.gov</a> OR <a href="mailto:DOTPersonnel@dot.state.ny.us">DOTPersonnel@dot.state.ny.us</a>	Albany Essex Greene Saratoga Warren Washington
<b>2-Utica</b>	<b>Carol Entwistle</b> Utica State Office Building 207 Genesee St. Utica, NY 13501 <a href="mailto:carol.entwistle@dot.ny.gov">carol.entwistle@dot.ny.gov</a>	Fulton Hamilton Herkimer Madison Montgomery Oneida
<b>3-Syracuse</b>	<b>Valerie Cox</b> Senator John H. Hughes State Office Building 333 East Washington St. Syracuse, NY 13202 <a href="mailto:valerie.cox@dot.ny.gov">valerie.cox@dot.ny.gov</a>	Cayuga Cortland Onondaga Oswego Seneca Tompkins
<b>4-Rochester</b>	<b>Lisa Schuster</b> 1530 Jefferson Rd. Rochester, NY 14623-3161 <a href="mailto:lisa.schuster@dot.ny.gov">lisa.schuster@dot.ny.gov</a>	Genesee Livingston Monroe Ontario Orleans Wayne Wyoming
<b>5-Buffalo</b>	<b>Tanika Hargrave</b> 100 Seneca St. Buffalo, NY 14203 <a href="mailto:tanika.hargrave@dot.ny.gov">tanika.hargrave@dot.ny.gov</a>	Cattaraugus Chautauqua Erie Niagara

Updated as of 4/9/2013

Regions	Contact	Counties
<b>6-Hornell</b>	<b>Renee Robinson</b> 107 Broadway Hornell, NY 14843 <a href="mailto:renee.robinson@dot.ny.gov">renee.robinson@dot.ny.gov</a>	Allegany Chemung Schuyler Steuben Yates
<b>7-Watertown</b>	<b>Sheila Sholette</b> Dulles State Office Building 317 Washington St. Watertown, NY 13601 <a href="mailto:sheila.sholette@dot.ny.gov">sheila.sholette@dot.ny.gov</a>	Clinton Franklin Jefferson Lewis St. Lawrence
<b>8-Poughkeepsie</b>	<b>Timothy Werder</b> Eleanor Roosevelt State Office Building 4 Burnett Boulevard Poughkeepsie, NY 12603 <a href="mailto:timothy.werder@dot.ny.gov">timothy.werder@dot.ny.gov</a>	Columbia Dutchess Orange Putnam Rockland Ulster Westchester
<b>9-Binghamton</b>	<b>Karen Archer</b> New York State Office Building 44 Hawley St. Binghamton, NY 13901 <a href="mailto:karen.archer@dot.ny.gov">karen.archer@dot.ny.gov</a>	Broome Chenango Delaware Otsego Schoharie Sullivan Tioga
<b>10-Hauppauge</b>	<b>Robert Deane</b> New York State Office Building 250 Veterans Memorial Highway Hauppauge, NY 11788 <a href="mailto:robert.deane@dot.ny.gov">robert.deane@dot.ny.gov</a>	Nassau Suffolk

## Jobs

### Seasonal Positions

## Transportation Construction Inspectors (TCIs)

Each year the New York State Department of Transportation (DOT) hires qualified individuals to augment its permanent workforce. These 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 from DOT region to DOT region 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 (more information about DOT Regions) and the length of their employment are a function of the requirements and duration of the projects compared with the background and schedules of the available candidates. As a result, some candidates are hired for between two and nine months.

Transportation Construction Inspectors are 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 job might also result in a TCI having to work in several different counties.

All Transportation Construction Inspectors (TCI's) are Seasonal Positions.

### 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; on concrete paving operations, inspects paving trains to ensure a smooth 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 to 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 is properly compacted.

**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 plan 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 Soils (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:

Effective June 4, 2010 the starting salary for a Transportation Construction Inspector (TCI) is \$12,066, \$13,400, and \$14,910 per hour depending on qualifications.

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.

TCI's do not have to join the Retirement System. However, an employee having previous Retirement System membership must continue that membership unless they withdraw from the system. An employee who elects to join the retirement system must also have Social Security deductions made. The retirement deduction is 3% and the Social Security deduction is .0620%. No service credit is given toward retirement while the employee is off the payroll. An employee, who does not have Social Security deducted, must have .0145% deducted for the Medicare portion of Social Security.

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 1.9% of the bi-weekly gross.

TCI's are entitled to travel expense reimbursement.

TCI's are not eligible to receive attendance rule benefits until they have completed 19 pay periods without a break in service 'exceeding one pay period'.

Upon completion of nineteen (19) pay periods, a full-time hourly employee is entitled to Attendance Rules benefits. Employee must be in full pay status for at least seven (7) days in the first and nineteenth pay periods and have no break in service (must work at least one day in each of the second through eighteenth pay periods to qualify. Employees will attain coverage on the first day of the pay period following the completion of nineteen (19) pay periods as defined above. (Vac. Date is retro to 1st day of 1st pay period).

Employees who complete nineteen (19) pay periods as defined above, but do not continue to work into the twentieth pay period are not entitled to a lump sum payment. They are to be credited with accruals if and when they return the next Spring.



All employees who do not accumulate nineteen (19) pay periods as defined above, if subsequently rehired by the State, must again start earning eligibility. There is no carry-over of partial eligibility if there is a break in service of more than one pay period.

When eligible employees start the pay period following the completion of eligibility, they are to be credited with four (4) hours Annual Leave (see additional qualifier below) and four (4) hours Sick Leave for each pay period in which they were in full pay status for at least seven (7) days. They are also to be credited with Personal Leave. This first day of eligibility then becomes their Personal Leave anniversary date. (The first day of the 20th complete pay period.)

Before employees can be credited with Annual Leave, they must have been in full pay status for seven (7) working days in each of the thirteen (13) pay periods. Therefore, if an employee does not have thirteen (13) such pay periods in the twenty (20) pay periods qualifying for Attendance Rules eligibility, they cannot be credited with Annual Leave until they have them.

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

NYS DOT, 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.