



Metro-North Railroad

CAREER OPPORTUNITY

Compliance Officer

Location: Various

Reference #: 91299

Grade: F \$73,518 - \$110,220

Application Deadline: 11/19/2017

OPENING

MTA Metro-North Railroad is a dynamic organization, operating out of the jewel of New York City, Grand Central Terminal. We provide service to over 82 million customers annually, traveling in and out of New York and Connecticut. A subsidiary of the Metropolitan Transportation Authority, Metro-North Railroad is the busiest commuter railroad in the nation. MTA Metro-North Railroad strives to provide a safe commute, great service to its customers and rewarding opportunities to its employees.

POSITION OBJECTIVE:

Implement federally mandated Conductor Certification and Licensing program to ensure Metro-North Conductors are compliant with regulation, perform to established level of proficiency and are tested (written/performance) regularly to validate understanding of safety critical roles. Monitor and record conductor performance through on site observation, make recommendations and implement changes to ensure proficiency in training, monitoring new employees.

RESPONSIBILITIES:

Monitor and evaluate conduct performance as per 49 CFR 242.

Provide feedback, re-instruction and disciplinary actions as required.

Monitor new hire Conductor performance, for consistency with Training Department goals; provide feedback, proficiency tests and licenses. Monitor MNR Mentoring Program as it relates to new hire performance. Support ongoing departmental and ad hoc initiatives.

Document observations; develop instructional paths for employees re-integrating into the work force. Maintain confidential employee records. (Electronic and hard copy).

Investigate and analyze incidents of non-compliance to FRA regulations and MNR (MN400, MN401, MN290, RW-1, and MN1401 and On Board Revenue Procures Manual.) Make recommendations for improvements.

REQUIRED QUALIFICATIONS:

Qualified on MNR Operating Rules, Physical Characteristics, On Board Service Manual Metro-North Train Service Manual, Federal Rules regarding the operation of trains and equipment and Collective Bargaining Agreements covering Train & Engine employees (if from another railroad, the successful candidate must become qualified within six (6) months from date of hire/placement).

In depth knowledge of CFR 242 Qualification and Certification of Conductor requirements.

Knowledgeable of equipment and on-train safety and control systems.

Strong leadership skills with the ability to direct and organize the activities of others.

Strong writing, verbal and presentation communication skills.

Strong planning, time management and organizational skills.

Must possess quantitative and analytical skills to effectively determine and resolve service delivery problems.

Must be available twenty-four (24) hours a day, seven (7) days a week as required.

Knowledge of Microsoft Office Suite and/or comparable PC applications.

Knowledge of (or must gain within 6 months of hire/placement) Crew Management System (CMS), TMIS, IMS and AMS.

Must possess valid driver's license.

Preferred Qualifications

Two (2) line qualified.

Strong background in yard and flag as well as passenger work.

NORAC (Northeast Operating Rules Advisory Committee) Rules.

REQUIRED EDUCATION/EXPERIENCE

Associate's Degree in Transportation, Business Management and/or related field. Demonstrated equivalent experience, education and/or technical credentials to include an additional two (2) years of related experience may be considered in lieu of a degree.

Qualified Conductor per CFR 242.

Minimum of three (3) years in a transportation operations environment as a qualified Conductor.

Minimum of two (2) years of experience supervising and/or managing a staff, crew(s), process and/or project(s).

OTHER INFORMATION

This is a safety sensitive position and subject to toxicology testing.

As an employee of Metro-North Railroad you may be required to complete a New York State financial disclosure statement, if you earn more than \$95,534.00 or if you hold a position designated as a policy maker.

Effective September 2017, all full-time non-agreement personnel other than those directly involved with the movement of trains or delivery of service, or assigned to other emergency response teams, are required to serve in the Station Terminal Auxiliary Response (STAR) program requiring Terminal coverage for Grand Central Terminal (GCT) from 4:30 PM-7:30 PM one week per year or responding to Station STAR duty during a service disruption, system-wide at various hours including nights and weekends. This program is designed to improve Metro-North's ability to provide customer service during emergencies that impact service delivery or other service disruptions that require staff to provide directions and information to MNR customers at GCT or outlying stations. Please note, hours worked during your participation week are subject to change.

SELECTION CRITERIA

Due to the competitive nature of the selection process, not all qualified candidates who meet the minimum requirements for the position are guaranteed an interview. To be selected for a position, one must meet the following criteria: (1) satisfy the minimum requirements listed in the job posting, (2) if applicable, successfully pass a written and practical exam, (3) satisfy a background investigation (including but not limited to, employment, education, and criminal history), and (4) pass a verbal interview. Metro-North may also require the applicant to undergo a physical ability test, and, if the Company extends a conditional offer, may require him or her to undergo a medical examination, which may include toxicological testing. Failure to pass any step within the hiring process will result in the disqualification of your application.

Additional Criteria for Current Employees: Current Metro-North employees must be in active service to be eligible for consideration. Agreement Employees applying for a position outside of their present craft are required to have worked in your current union for at least one (1) year preceding the Application Deadline to be eligible to apply for a posted position, and have completed the agreed upon formal training commitment, including on-the-job training or lock-in requirement, if applicable (for example: Signal Trainee, Foreman-In-Training, etc.). If you are transferring to another craft, you may be required to forfeit your seniority in your present union. Non-agreement employees must have worked in your current position for a minimum of one (1) year preceding the Application Deadline. Along with a background investigation (including but not limited to, employment, education, and criminal history), employees are also subject to an internal investigation, which includes an evaluation not limited to discipline records and performance assessments.

We offer a competitive salary and a comprehensive benefits package. If interested, please apply online at

www.mta.info.

MTA METRO-NORTH RAILROAD IS AN EQUAL OPPORTUNITY EMPLOYER.



Metro-North Railroad

CAREER OPPORTUNITY

Training Officer - Talent Development

Location: Manhattan Midtown

Reference #: 91331

Grade: G \$99,000 - \$104,000

Application Deadline: 11/24/2017

OPENING

MTA Metro-North Railroad is a dynamic organization, operating out of the jewel of New York City, Grand Central Terminal. We provide service to over 82 million customers annually, traveling in and out of New York and Connecticut. A subsidiary of the Metropolitan Transportation Authority, Metro-North Railroad is the busiest commuter railroad in the nation. MTA Metro-North Railroad strives to provide a safe commute, great service to its customers and rewarding opportunities to its employees.

POSITION OBJECTIVE:

This position is responsible for: Delivering training to new hires and incumbent employees. Selecting and supervising new hire trainees, including ongoing performance reviews/evaluations, determination of eligibility to continue program, and approval of program completion. Managing the overall delivery of training programs, including coordination with the client department(s), management of resource needs, coordination of trainee schedules, record-keeping, and other administrative responsibilities. Supporting and/or conducting training program development work as required. Performing peer review activities. Courses include but are not limited to: leadership development, career development, professional development and technology courses. Also responsible for administering assessments such as DiSC.

RESPONSIBILITIES:

Prepare, schedule, and deliver training programs. Includes new hire, regulatory, refresher, and induction training as required. Includes technical and non-technical training as required.

Perform ongoing evaluation of new hire student performance. Review records and counsel students. Implement disciplinary action as required, up to and including termination from the program. Participate on performance review committee(s) or similar efforts with other Training Officers, to establish and ensure a consistent approach to new hire performance issues. For training of incumbent employees, monitor student performance and coordinate with client department(s).

Participate in the development and maintenance of a comprehensive onboarding process for new Training Officers. Mentor and team-teach with new Training Officers to facilitate their development as fully-qualified Training Officers capable of independently delivering effective training. Provide planning and guidance in preparation for team teaching events, ensure effective support to the new Training Officer during training delivery, and provide ongoing formal mentoring and informal feedback. When team-teaching with fully-qualified Training Officers, provide regular peer-to-peer feedback.

Participate in establishment, maintenance, and improvement of a peer review program among Training Officers across the Department as required. Conduct peer observations and provide feedback. Participate in the identification of best practices for the Department.

Serve as a subject matter expert in the development, review, evaluation, and revision of training programs for compliance with current statutory/regulatory requirements, documented practices, technology, operational needs, and other requirements. Coordinate with other staff performing program development and/or perform program development work as required. Conduct observations of programs and/or deliver pilots of new or updated programs, and provide documented feedback to the development process.

Keep accurate and timely training records, including, but not limited to, records of attendance, new hire student progress and performance, and coordination with support departments and client department(s). Perform other administrative duties as required.

Provide expertise on technical, operations, and/or work practices to client department(s) as appropriate. Identify performance problems (with equipment, material, and/or personnel, as appropriate) and implement

solutions. Provide additional support to client department(s) as required.

REQUIRED QUALIFICATIONS:

Knowledge of:

General training, development techniques and practices.

Microsoft Office Suite and/or comparable PC applications

Ability to:

Deliver training in a classroom and field setting.

Achieve appropriate qualification as a trainer.

Model and communicate safe practices in all aspects of work.

Proactively identify and correct unsafe conditions and work practices.

Manage day-to-day activities of trainees.

Build a foundation of communication and partnership.

Change priorities while meeting deadlines.

Keep current with business trends, rules/regulations, and the training implications.

Demonstrated:

Focus on/practice of safety.

Strong leadership skills with the ability to motivate and foster teamwork.

Strong planning, organizational, analytical and communication (verbal, written, presentation) skills.

Excellent presentation, oral, and written communication skills.

Ability to work with minimal supervision.

Appropriate focus on internal and external customers.

Must have:

Ability to work various shifts and locations to support operations 24 hours/7days a week.

Performance Consultant:

Support senior management in developing and aligning strategies with business and serving as inside consultant for line management.

Change Agent:

Recognize organizational culture and what is effective and ineffective.

Identify and implement solutions that support organizational effectiveness.

Enhance management development.

Training Competencies:

Design, develop, implement, facilitate, evaluate, and measure training and development activities.

Analyze performance problems and implement solutions.

Deliver effective and efficient training processes and services tailored to unique business needs.

Apply information technology to rapidly deliver high-quality training products and services.

REQUIRED EDUCATION/EXPERIENCE

Associate's Degree in a related field. Demonstrated equivalent experience, education and/or technical credentials to include two (2) additional years of related experience may be considered in lieu of degree.

Minimum of three (3) years of related experience. Experience may include relevant training and qualification periods, as well as education in addition to or beyond the above requirement.

Demonstrated experience in a relevant area of instruction.

PREFERRED EDUCATION/EXPERIENCE

Experience in developing and delivering training.

Supervisory experience.

Bachelor's Degree in a related discipline

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Metro-North Railroad

CAREER OPPORTUNITY **Service Quality Inspector**

Location: Manhattan Midtown
Reference #: 91516
Grade: F \$73,518 - \$75,000

Application Deadline: 11/06/2017

OPENING

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POSITION OBJECTIVE:

Service Quality Inspector positions are responsible for the execution of all inspections required in the Metro-North Railroad Service Quality Train & Station Inspection Program. This includes both the observation and reporting of all pre-determined Customer Service related criteria and related conditions on board our trains, at outlying stations and in Grand Central Terminal. Inspection criteria, developed by the Operation Services Department, include train crew performance, train cleanliness and the condition and functionality of the lavatories, among other criteria. The position(s) are responsible for inspecting and reporting on any/all conditions at outlying stations and in Grand Central Terminal. These positions support the Customer Service and Stations Department initiatives regarding making MTA Metro-North Railroad a Brand Name for Excellence in Customer Service.

RESPONSIBILITIES:

Support MNR Operations Services' on-board service initiatives and service delivery by monitoring, coaching and reporting on train crew performance, observe and report on train cleanliness, report on condition and functionality of train lavatories.

Support MNR's Mechanical Department initiatives by monitoring and reporting on rail passenger equipment deficiencies.

Support the CSSD Grand Central Terminal Service Quality Inspection Program as directed.

Support MNR's Customer Service and Stations Department initiatives by inspecting and reporting on outlying station cleanliness, communication, ticket selling functions and any observed structural deficiencies that may require follow-up and/or repair.

Retrieve, catalogue and deliver lost articles from outlying stations and drop boxes.

Perform other initiatives included in the MNR Service Quality Inspection Program, including both East and West of Hudson terminal inspections, periodic service related audits, and all other related work.

Support all Customer Service initiatives and Service Quality administrative tasks as they are assigned.

REQUIRED QUALIFICATIONS:

Knowledge of or ability to learn train crew operating rules, revenue collection and on-board announcements.

Knowledge of or ability to learn rail equipment maintenance/cleaning procedures.

Knowledge of or ability to learn station maintenance/ticket office procedures.

Knowledge of or ability to learn how to communicate and reinstruct train crews in proper procedures.

Must be able to work independently with minimum direction and ability to travel across MNR territory.

Ability to learn how to read train schedules and create your own daily work schedule that will work in collaboration with the SQ Departmental Work Plan.

Must possess strong organizational skills with the ability to pay attention to detail.

Must possess strong verbal and written communication skills.

Must be proficient in Microsoft Office Suite and/or comparable PC applications and have the ability to accurately enter data into both a handheld and/or desktop PC using Excel, Word, Access and other computer programs as required.

Familiarity with wireless communication devices.

Physical capabilities: must be able to lift fifty pounds (50 lbs).

Position requires working nights, weekends and holidays. Subject to 24-hour emergency calls.

Must have a valid driver's license.

REQUIRED EDUCATION/EXPERIENCE

Bachelor's Degree in Business and/or related field. Demonstrated equivalent education, experience or technical credentials may be considered in lieu of degree to include an additional four (4) years of related experience.

Minimum of three (3) years of related inspection or audit experience. Will consider other comparable Railroad experience with a minimum of three (3) years Transportation, Customer Service and/or Mechanical Department background.

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MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

Bus Maintainer (Chassis), Exam No. 8101

Application Deadline:

November 21, 2017

Type of Test:

Multiple Choice and Practical Skills
Test

Application Fee: (Non-refundable)

\$68.00

Multiple-Choice Test Date:

(subject to change)
Saturday, March 3 or
Sunday, March 4, 2018

This is NOT a New York City Transit position. This is Not a Civil Service position.

JOB DESCRIPTION

Bus Maintainers (Chassis) maintain, inspect, test, diagnose, overhaul, rebuild and repair all vehicle systems, components and accessories to industry work standards. This includes, but is not limited to, the vehicle body, structure, interior panels, trim, seating and glazing; axles, suspension, steering and braking components and systems; driveline or propulsion system components, prime movers and auxiliary drive units; HVAC, lighting and electrical systems; microprocessor controllers, Programmable Logic Controllers (PLCs) and multiplex electronic systems; and vehicle energy storage systems and devices. Bus Maintainers (Chassis) operate vehicles, including trucks and buses of various sizes and configurations. They also maintain and repair equipment and tools used in the activities mentioned above; drive motor vehicles; keep written and electronic records of work activities; and perform related work.

Some of the physical activities performed by Bus Maintainers (Chassis) and environmental conditions they experience are: working outdoors in all weather conditions; crawling under and on top of buses; working in confined areas; lifting and carrying heavy parts, tools, and equipment; climbing into and out of buses that are suspended on lifts; reaching into dark spaces and making tactile inspections; making visual inspections of equipment; distinguishing colors; reading gauges and prints; reading, interpreting and applying written or graphic technical repair instructions; and responding to sounds from warning bells, horns, and vehicle movement.

Special Working Conditions: Bus Maintainers (Chassis) will be required to work various shifts, including nights, Saturdays, Sundays, and holidays.

(This brief description does not include all of the duties of this position.)

SALARY AND BENEFITS

The current minimum salary is \$30.0609 per hour for a 40-hour work week increasing to \$35.3657 in the sixth year. These rates are subject to change. The benefits of this position include, but are not limited to, night and weekend differentials, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan

HOW TO QUALIFY

Education and Experience Requirements: By the **last day of the Application Period** you must have a minimum of:

1. Four years of full-time satisfactory experience as a journey level mechanic (i.e., a fully trained, knowledgeable, experienced, proficient and competent mechanic) repairing passenger automobiles, trucks, buses or aircraft; or
2. Three years of full-time experience as described in paragraph "1" above, plus completion of one of the following listed below **before obtaining your journey-level experience**.
 - A. Two years of satisfactory experience as a mechanic's helper, apprentice, or trainee performing or assisting in the work described above; or
 - B. Graduation from a recognized trade school or technical school, approved by a state's Department of Education or comparable agency, with a major course of study in automotive mechanics or a closely related field, totaling 600 hours; or
 - C. Graduation from a vocational high school, approved by a state's Department of Education or comparable agency, with a major course of study in automotive mechanics, or a closely related field; or
 - D. Graduation from an accredited college or university with an AAS degree or higher in automotive mechanics or a closely related field. Accreditation must be by a regional, national, professional, or specialized agency recognized as an accrediting body by the U.S. Secretary of Education and by the council for Higher Education Accreditation (CHEA).

The following are types of experience that are not acceptable: auto body and fender repair, auto or truck assembly; dealership make-ready repair; fuel, oil and lube servicing; vehicle inspection; exclusive specialty replacement shop work, such as tire replacement, replacement of exhaust parts (muffler), glass, climate control parts, etc., and salvage and junkyard extraction.

You may be given the test before we review your qualifications. You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will **not** be refunded and you will **not** receive a score.

REQUIREMENTS TO BE APPOINTED

Driver License Requirement: At the time of promotion, you must possess either:

1. A Class B *Commercial Driver License (CDL)* valid in the State of New York with a passenger endorsement and no disqualifying restrictions; or
2. A Motor Vehicle Driver License valid in the state of New York and a Learner Permit for a Class B *Commercial Driver License (CDL)* valid in the State of New York with a passenger endorsement and no disqualifying restrictions

Candidates who qualify under "2" above will be appointed subject to the receipt of a Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement and no disqualifying restrictions at the end of a special training course in bus operation.

Candidates who fail to successfully complete the special training course in bus operation, including the receipt of a Class B CDL valid in the State of New York with a passenger endorsement and no disqualifying restrictions, will be terminated.

If you have serious moving violations, a license suspension or an accident record, you may be disqualified. The Class B CDL with passenger endorsement and no disqualifying restrictions must be maintained for the duration of your employment.

Medical Requirement: Medical guidelines have been established for the position of Bus Maintainer (Chassis). You will be examined to determine whether you can perform the essential functions of the position of Bus Maintainer (Chassis). Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to perform the essential functions of the position.

(continued)

REQUIREMENTS TO BE APPOINTED (continued)

Drug Screening Requirement: You must pass a drug screening in order to be appointed, and if appointed, you will be subject to random drug and alcohol tests for the duration of your employment. Additionally, if you have tested positive on a drug or alcohol test or had a refusal to test during pre-employment or while employed by a Federal DOT-regulated employer during the applicable period, you must have completed the Substance Abuse Professional (SAP) process required by federal law in order to be appointed to this safety-sensitive position.

Proof of Identity Requirement: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment.

English Requirement: You must be able to understand and be understood in English.

Residency: New York City residency is not required for this position.

HOW TO OBTAIN AN APPLICATION

During the application period, you may obtain an *Application* for this examination online at <http://web.mta.info/nyct/hr/appexam.htm> or in person at the MTA Exam Information Center as indicated below.

MTA New York City Transit Exam Information Center: Open Monday through Friday, from 9 AM to 3 PM, in the lobby at 180 Livingston Street, Brooklyn, New York. Directions: take the A, C, F, or R trains to the Jay Street-Metro Tech Station, or the 2, 3, or G trains to the Hoyt Street Station. The Information Center will be closed in observance of Veteran's Day on November 10, 2017.

REQUIRED FORMS

1. **Application:** Make sure that you follow all instructions included with your *Application*, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top of each page, and the examination title and number in the box provided. **This form must be filled out completely and in detail for you to receive your proper rating.** Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation, as well as instructions on how to submit this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the requirements in the "How to Qualify" section, you may apply by mail or online. New York City Transit will **not** accept applications in person.

Applications by Mail must:

1. Include all of the required forms, as indicated in the "Required Forms" section above.
2. Be postmarked by the last day of the application period.
3. Be mailed to the address in the "Correspondence" section of this notice.
4. Include the appropriate fee in the form of a money order.

(continued)

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE (continued)

The Money Order (Postal Money Order Preferred) must:

1. Be made payable to NYC Transit.
2. Be valid for one year.
3. Have the following information written on it: your name, home address, the last four digits of your social security number, and the exam title and exam number.

Save your money order receipt for future reference and proof of filing an *Application*.

Cash and personal checks will not be accepted.

Online applications:

1. Apply using <http://mta.info/nyct/hr/appexam.htm> by the last day of the application period.
2. Log into your existing account or create a new account online to apply.
3. Follow the steps to submitting an application.
4. A confirmation number will appear on the same page after submitting your Application.
5. Below the confirmation number, a Pay Examination Fee button will appear for you to click to open the payment page.
6. A major credit card or a bank card associated with a bank account must be used when paying the application fee.
7. You will be sent a confirmation email after you submit payment for the application fee.

Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Library and the Queens Library to patrons with a valid library card.

HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER

Applicants who would like to request a Fee Waiver must obtain an application in person at the MTA Exam Information Center as indicated above and must submit the application and required forms by mail to the address in the Correspondence section below **by the last day of the application period**.

MTA New York City Transit will not accept applications in person. Additional information on how to request an application fee waiver is available with the Application.

ADMISSION LETTER

An *Admission Letter* or *Not Qualified Letter* will be mailed to you about 10 days before the date of the multiple-choice test. If you do not receive an *Admission Letter* at least 4 days before this date, you may obtain a duplicate letter at the MTA Exam Information Center (as indicated above). A paper copy of the *Admission Letter* is your ticket for admission to the test.

THE TEST

You will be given a qualifying multiple-choice test and a competitive practical skills test. You must achieve a score of at least 70% to pass each test. Only those who pass the qualifying multiple-choice test will be called to take the practical skills test. Your score on the practical skills test will determine 100% of your final score.

The qualifying multiple-choice test may include questions on: the maintenance, troubleshooting and repair of buses, automobiles and trucks, including their engines, transmissions, running gears, air-conditioning, and electrical and mechanical accessories; proper selection and use of materials, machinery and tools of the trade; safe and efficient work practices; reading and interpreting specifications and drawings; related mathematical calculations; record keeping; and other related areas.

The competitive practical skills test may be designed to measure your ability to use tools; read schematics; install, repair, and adjust vehicle components; and troubleshoot and repair electrical components using meters and other equipment.

TEST ADMINISTRATION GUIDELINES

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are **not** permitted. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities, such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may not receive your test results, your score may be nullified, and your application fee will not be refunded. You may not have any other person, including children, present with you while you are being processed for or taking the test and no one may wait for you inside of the test site while you are taking the multiple-choice test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. If you do not have an acceptable ID, you may be denied testing. Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the multiple-choice test. If you leave the test site after being fingerprinted, but before completing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

THE TEST RESULTS

If you meet the education and experience requirements and pass the qualifying multiple-choice test and the competitive practical skills test, your name will be placed on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION

Promotion Test: Promotion examinations for this title are being held for eligible MaBSTOA employees. The names appearing on the promotion list resulting from this examination will be considered first in filling vacancies

Training: Each appointee will be required to successfully complete a one-year probationary period, during which time the appointee may be terminated.

SPECIAL ARRANGEMENTS

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with your *Application* and mail your request to the address found in the "Correspondence" section below no later than 30 days prior to the scheduled test date.

Make-Up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. Compulsory attendance before a public body;
2. Absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
3. Absence due to ordered military duty;
4. A clear error for which MTA New York City Transit is responsible; or
5. A temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, mail your request with your documentation of special circumstances to the address found in the "Correspondence" section below within one week of your scheduled test date.

CORRESPONDENCE

All correspondence, including the submission of your *Application*, **must** be sent to the following address:

Bus Maintainer (Chassis), Exam No. 8101
MTA New York City Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201

PENALTY FOR MISREPRESENTATION

Any intentional misrepresentation on the *Application* or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

EXAM APPLICATION FORM



F O R M I D H R - E M P - 7 1 7



E X A M I D 8 1 0 1

FOLLOW DIRECTIONS ON NEXT PAGE

Fill in all requested information clearly, accurately, and completely. New York City Transit will only process applications with complete, correct, and legible information, which are accompanied by correct payment. All unprocessed applications will be returned to the applicant.

Type or print All Required Information In Blue or Black Ink.

FOR OFFICE USE ONLY

Appid ->		Date:
-Inc	Prctd By:	Date:
- M.O.	Prctd By:	Date:
- Wvd	Prctd By:	Date:
Batch #	Prctd By:	Date:

1. SOCIAL SECURITY #: --

2. EXAM #: 3. EXAM TITLE:

4. EXAM TYPE: **OPEN COMPETITIVE**

5. FIRST NAME: 7. MIDDLE INITIAL:

6. LAST NAME:

8. MAILING ADDRESS: 9. APT. #:

10. CITY OR TOWN: 11. STATE: 12. ZIP CODE: -

13. PHONE: 13a. CELL PHONE:

14. OTHER NAMES USED IN CITY SERVICE:

Questions 15 & 16
Discrimination on the basis of sex, sexual orientation, race, creed, color, age, disability, status or religious observance is prohibited by law. NYCT and MaBSTOA are equal opportunity employers. The identifying information requested on this form is to be used to determine the representation of protected groups among applicants. This information is voluntary and will not be made available to individuals making hiring decisions.

15. RACE/ETHNICITY:
- White
 - Black
 - Hispanic
 - American Indian/Alaskan Native
 - Asian/Pacific Islander

16. SEX:
- Male
 - Female

Read the Special Circumstances instructions to be awarded these Special Accommodations:

- 17. Alternate test date for religious observance
- 18. Accommodation for Disability

19. E-MAIL ADDRESS:

20. YOUR SIGNATURE: _____ DATE: _____

21. To be placed on an eligible list for this exam after passing all test parts, **you must check the affirmation box below:**
I affirm that all statements I have provided in connection with the application for this examination and all other information. I have provided or will provide on the examination itself are true and subject to the penalties of perjury.

APPLICATION INSTRUCTIONS

Note: MTA New York City Transit processes all Staten Island Railway exam applications. When applying for examinations, follow the directions below with money orders made out and mailings addressed to MTA New York City Transit. You should apply for an examination **only** if you meet the qualification requirements set forth in the Notice of Examination. Read the Notice of Examination carefully before completing the application form. Fill in all requested information clearly, accurately, and completely. MTA New York City Transit will only process applications with complete, correct, legible information which are accompanied by correct payment or waiver documentation. All unprocessed applications will be returned to the applicant.

- FORMS** All required forms which are listed in the “Required Forms” section of the Notice of Examination must accompany your application. Failure to include these forms may result in your disqualification and you **will not** receive test scores.
- FEE** The amount of the fee is stated in the Notice of Examination. **Only a money order** made payable to the **MTA New York City Transit** is acceptable payment (checks or cash **are not** accepted). On the front of the money order you must clearly write **your full name, your home address, the last four digits of your social security number, the exam title and the exam number**. Keep your money order receipt as proof of filing. The fee is not refundable.
- APPLICATION SUBMISSION** Your application must be postmarked no later than the last day of the application period indicated on the Notice of Examination. Mail the completed application, supporting documents and required filing fee to: **MTA New York City Transit, Attn: (please state the specific Exam Title and Exam Number), 180 Livingston Street, Brooklyn NY, 11201.**

INSTRUCTIONS FOR COMPLETING APPLICATION FORM PROPERLY

To ensure proper processing of this application print all information **CLEARLY** in blue or black ink. **Failure to do so will delay or disqualify your application.**

- 1-4 SSN, EXAM TITLE, NUMBER AND TYPE** A 9 digit Social Security Number is required. See the Notice of Examination, prior to filling in the exact exam number and exam title.
- 5-14 GENERAL INFORMATION**

All Candidates: Fill in information requested. If you change your address after applying for this exam, send a change of address request to: **MTA New York City Transit, Attn: Address Change, 180 Livingston Street, Brooklyn NY, 11201.**

Employees of MTA Agencies: The address already in existence on your MTA records will be used to respond to all new applications you submit. An application with a new address on it will **NOT** update the records. Please keep your address on MTA records updated. Please note: only one address for each person is maintained on file.
- 15-16 ETHNICITY AND SEX** Completing this information is voluntary. This information will **not** be made available to individuals making hiring decisions.
- 17-18 SPECIAL CIRCUMSTANCES** For Religious Observance or Special Accommodations because of a Disability, please see the "Special Circumstances" form included in the application package.
- 19 E-MAIL ADDRESS** Enter your e-mail address.
- 20 SIGNATURE** Signing the application indicates that all statements you have made in this application are true to the best of your knowledge. Please be aware that if any statements are found to be false you will not be hired. Please be aware that if any willful false statements on your part are discovered after you have been hired by an MTA Agency, your services will be terminated.

Applicants who do not receive an admission letter at least 4 days prior to the tentative test date must come to the MTA Exam Information Center at 180 Livingston Street, Brooklyn, NY 11201.

SPECIAL CIRCUMSTANCES
Directions for submission of requests

Note: These directions are designed to assist you in completing Section 17 and 18 on the **APPLICATION FOR EXAMINATION** form and to inform you how to notify us of a **CHANGE OF ADDRESS**. You may include your religious observance or disability requests with your completed application form(s) if you provide the correct supporting documentation when you submit your application.

(A) RELIGIOUS OBSERVANCE:

If, because of religious belief, you cannot take the test on a Saturday or on the scheduled test date, you must request an alternate date no later than 30 days prior to the scheduled test date.

The request must include:

<ul style="list-style-type: none"> • your full name • your social security number 	<ul style="list-style-type: none"> • the exam number • the exam title
<ul style="list-style-type: none"> • a signed statement on letterhead from your religious leader certifying that your religious observance prohibits you from taking the test on the scheduled date. 	

If you are submitting your request after you applied, please mail it to **MTA New York City Transit, Attn: (Insert Exam Title and Exam Number) - SABBATH, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

(B) DISABILITY:

If you have a disability which will interfere with your ability to take this test without special accommodation(s) or other assistance, you must submit a written request for specific special accommodation(s) postmarked no later than 30 days prior to the test date.

The request must include:

<ul style="list-style-type: none"> • your full name • your social security number • the exam number 	<ul style="list-style-type: none"> • the exam title • the specific nature of your disability • a justification for the special accommodations
<ul style="list-style-type: none"> • a statement corroborating your disability by a doctor or agency authorized for this purpose. 	

If you are submitting your request after you applied, please mail it to **MTA New York City Transit, Attn: (Insert Exam Title and Exam Number) – SP ACCOM, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

(C) CHANGE OF ADDRESS:

If your mailing address changes after you file for an exam, you should send a letter stating your name, social security number, exam title, exam number, old address and new address to:

MTA New York City Transit
Attention Change of Address
(Insert Exam Title and Number)
180 Livingston, Room 4070
Brooklyn NY 11201

REQUEST FOR AN MTA NEW YORK CITY TRANSIT EXAMINATION FEE WAIVER
TO ALL APPLICANTS:

In accordance with Civil Service Law Section 50.5(b), the application fee shall be waived for any person who meets at least one of the following criteria during the month you wish to apply for an examination:

A) Unemployed.	B) Receiving Supplemental Security Income (SSI) payments.
C) Receiving Medicaid benefits.	D) Receiving Public Assistance in the form of Temporary Assistance for Needy Families (TANF)/Family Assistance or Safety Net Assistance.
E) Certified eligible for a Workforce Investment Act program through New York City's Workforce1 Career Centers.	F) One-time Veterans Fee Waiver for U.S. Armed Forces service members who have served on full-time active duty, other than reserves and/or training.

You must complete a separate "REQUEST FOR A NEW YORK CITY TRANSIT EXAMINATION FEE WAIVER" form for each exam you wish to apply for.

PRINT CLEARLY OR TYPE INFORMATION

Name: _____ SS#: _____

I request that my application fee for the examination listed below be waived in accordance with the Section 50.5(b) of the State Civil Service Law.

*******AFFIRMATION*******

I have read the above-mentioned portion of Section 50.5(b) of the Civil Service Law relating to the waiver of the application fee and hereby certify that I am qualified to receive such waiver for the reason indicated below. I understand that if I falsify information concerning my current eligibility in order to obtain the application fee waiver, **I may be banned from appointment to any position within the City of New York, and may be subject to criminal prosecution. (All such violations will be referred to the Department of Investigation.)**

Signature: _____ Date: ____-____-____

Fee Waiver Criteria Selection: Check only the box that applies to you and for which you have acceptable documentation as described on pages 2 and 3. Complete, sign, and date this form and return it along with your documentation and the completed required form(s) listed on the Notice of Examination. At the time of applying for the above-indicated examination, I am currently...

A) an individual who is unemployed.

B) an individual who is receiving Supplemental Security Income (SSI) payments.

C) an individual who is receiving Medicaid benefits.

D) an individual who is receiving Public Assistance in the form of Temporary Assistance for Needy Families (TANF)/Family Assistance or Safety Net Assistance.

E) a participant certified eligible for a Workforce Investment Act program through New York City's Workforce1 Career Centers.

F) an individual who has served in the U.S. Armed Forces on full-time active duty, other than reserves and/or training, and has not previously received a Veterans Fee Waiver.

FOLLOW THE INSTRUCTIONS ON PAGES 2 & 3, SUBMIT AND SIGN THIS PAGE WITH THE CORRECT DOCUMENTATION.

REQUEST FOR AN MTA NEW YORK CITY TRANSIT EXAMINATION FEE WAIVER

- A) For an individual who is unemployed: Submit an “**Unemployment Insurance Benefit Payment History**” inquiry printout. This printout must include Week Ending dates that correspond with the month that you are applying for an exam. You may obtain this printout from the New York State Department of Labor by calling 1 (877) 221-1634 or online at www.labor.state.ny.us. For the Department of Labor outside of New York State, you may access their website at www.dol.gov for assistance in locating this type of documentation online for the state in which you reside. If you are unemployed, but not currently receiving Unemployment Insurance Benefits, you may submit an affidavit signed by you stating that you are unemployed, and notarized by a Notary Public. Your affidavit must be dated within the application period for the exam you are applying for. For unemployment benefits received outside of New York State, you may include a copy of your unemployment check that bears your Name and SS# dated and issued for the month in which you are applying for an exam.
- B) For an individual who is receiving Supplementary Security Income (SSI) payments: Submit a “**Benefit Verification Break Down Letter**”. This printout shows the break down of your monthly payments on letterhead from a Social Security Administration Office in your state that is dated during the month for which you are applying for an exam and specifically indicates that you received SSI benefits that month. Award Letter Notifications re-issued during the month you are applying for an exam that does not include the added information in the OTHER IMPORTANT INFORMATION field that specifically states you are receiving SSI benefits that month will not be accepted. Parents who receive SSI benefits for their minor children are not eligible for a fee waiver.
- C) For an individual who is receiving Medicaid benefits or partial benefits that include Medicaid: Submit the “**MA Case/Suffix/ Individual/Summary**” printout. This printout must verify that either your eligibility for Medicaid is coded “AC” for Active, or your authorization period is currently active, or if your case has been closed, the date your case was closed. These dates must include the month for which you are applying for an exam. You may obtain this printout from your assigned worker, or from a New York City Human Resources Administration Medicaid Office or call 1 (877) HRA-8411. If you applied for Medicaid benefits through a hospital or managed care program/organization, you will need to submit documentation on letterhead from that program/organization that is dated during the month you are applying for an exam that specifically verifies your eligibility of receiving Medicaid benefits that month. For Medicaid benefits received outside New York City, you will need to submit documentation on letterhead from a social service agency in your state that is dated during the month you are applying for an exam that specifically verifies your eligibility of receiving Medicaid benefits, or indicates your case is active that month.

REQUEST FOR AN MTA NEW YORK CITY TRANSIT EXAMINATION FEE WAIVER

- D) For an individual who is receiving Public Assistance in the form of Temporary Assistance for Needy Families(TANF)/Family Assistance or Safety Net Assistance benefits: Submit the **“PA Case Composition-Suffix/Individual Summary”** printout. This printout must verify that either your eligibility for Public/Cash Assistance is coded “AC” for Active, or if your case has been closed, the date your case was closed. These dates must include the month for which you are applying for an exam. If your case has been coded “SN” for Sanctioned, or if you recently applied for benefits and your case is coded “AP” for Application, you are not eligible to receive a fee waiver. You may obtain this printout from your assigned worker, or from a New York City Human Resources Administration Office or call 1 (877) HRA-8411. For TANF/Family Assistance or Safety Net Assistance benefits received outside New York City, you will need to submit documentation on letterhead from a social service agency in your state that is dated during the month you are applying for an exam that specifically verifies your eligibility of receiving TANF/Family Assistance or Safety Net Assistance benefits, or indicates your case is Active that month.
- E) For a participant certified eligible for a Workforce Investment Act program through New York City’s Workforce1 Career Centers: Submit documentation on letterhead from the Department of Small Business Services that is dated during the month for which you are applying for an exam and specifically indicates that you are a participant registered with the City’s Workforce1 Career Centers for that month. You may obtain this letter only by calling the New York City Department of Small Business Services at (212) 513-6406.
- F) For an individual who has served in the U.S. Armed Forces on full-time active duty, other than reserves and/or training, and has not previously received a Veterans Fee Waiver: Participants must have been discharged under honorable conditions from the Armed Forces of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard or the National Guard only). The Veterans Exam Fee Waiver cannot be used retroactively for any exam for which you have already applied. Proper documentation must accompany your application. Mail a clear copy of your separation papers (Form DD214, long form) or a Statement of Service letter along with your application package. The Veterans Exam Fee Waiver is available for Promotion and Open Competitive exams. Please note that Veterans Preference Credits and the Veterans Exam Fee Waiver are two separate programs that have different purposes and criteria.

Include the **“REQUEST FOR AN MTA NEW YORK CITY TRANSIT EXAMINATION FEE WAIVER”** when you mail your application. You cannot request a Fee Waiver when applying on-line; Fee Waivers must be requested by mail. A separate request for a Fee Waiver must be included with each exam application you submit. Return the completed form(s) to MTA New York City Transit, Attention: Exam Fee Waiver, (please state the specific Exam Title and Exam Number), 180 Livingston Street, Room 4070, Brooklyn, NY 11201 by mail only. MTA New York City Transit will not accept applications in person from candidates, unless otherwise instructed by MTA New York City Transit personnel. An application for a particular exam must be postmarked no later than the last date of the application period for that exam.

Applications that are submitted without the required supporting documentation at the time of filing your application during the application period will be considered incomplete applications. Candidates whose applications are deemed incomplete will not be able to re-submit their applications to MTA New York City Transit once the filing period has closed, nor will they be permitted to take the test on the date scheduled.

FOREIGN EDUCATION FACT SHEET

- To receive credit in the examination for your foreign education, you must have your foreign education evaluated **by one of the approved services listed on the reverse side.**
- Refer to the Required Forms section of the Notice of Examination to find out whether you need a “document-by document” (general) evaluation or a “course-by-course” evaluation (which includes a “document by-document” evaluation) of your foreign education.
- Evaluation fees must be paid by the applicant.
- Your evaluation must be received no later than **8 weeks** from the application deadline. If your evaluation is not received by this time, your foreign education will not be rated. An extension of this time limit is available if the evaluation service submits an acceptable reason in writing for the delay.
- All acceptable foreign education evaluation documents submitted directly by the evaluation service to the address below will be retained by MTA New York City Transit in a permanent file for future reference.

-
1. Have the evaluation service mail your completed original evaluation to:

Personnel Testing, Selection and Classification Unit
c/o (please state the specific Exam Title and Exam Number)
180 Livingston Street, Room 4070
Brooklyn NY 11201

2. Have the evaluation service include:
 - Your **name** and **social security number** with the evaluation; and
 - The **title** and **examination number** of the examination you are applying for on the envelope.
 - A stamped, self-addressed stamped post card (as mentioned in # 6 below).
3. Photocopies sent by candidates will **not** be accepted.
4. Only evaluations which have the raised seal or original stamp of the evaluation service on the document **and** are submitted directly to MTA New York City Transit by an approved evaluation service will be accepted.
5. If you previously had an evaluation by one of the approved services listed on the reverse side, you may request that the service send a certified duplicate original directly to MTA New York City Transit.
6. To obtain confirmation that MTA New York City Transit has received your evaluation from the service, have a stamped, self-addressed post card sent to us by the service along with your evaluation. We will return the post card to you to acknowledge that your evaluation has been received.

SEE NEXT PAGE FOR APPROVED FOREIGN EDUCATION EVALUATION SERVICES

FOREIGN EDUCATION FACT SHEET

**Center for Applied Research,
Evaluation & Education, Inc.**

International Evaluation Service
P.O. Box 18358
Anaheim, CA 92817
Phone: (714) 237-9272; 237-9276
Fax: (714) 237-9279
E-mail: eval_caree@yahoo.com

Education Evaluators International, Inc.

P.O. Box 751169
Forest Hills, NY 11375
Phone: (401) 521-5340
Fax: (718) 425-9929
E-mail: gary@educei.com

Education International, Inc.

29 Denton Road
Wellesley, MA 02482
Phone: (781) 235-7425
Fax: (781) 235-6831
E-mail: edint@gis.net
Web: <http://www.educationinternational.org>

Educational Credential Evaluators, Inc.

PO Box 514070
Milwaukee, WI 53202
Phone: (414) 289-3400
Fax: (414) 289-3411
E-mail: eval@ece.org
Web: <http://www.ece.org>

Educational Records Evaluation Service, Inc.

601 University Avenue, Suite 127
Sacramento, CA 95825-6738
Phone: (916) 921-0790
Fax: (916) 921-0793
E-mail: edu@eres.com
Web: <http://www.eres.com>

Evaluation Service, Inc.

333 W. North Avenue, #284
Chicago, IL 60610-1293
Phone: (847) 477-8569
Fax: (312) 587-3068
E-mail: info@evaluationservice.net
Web: www.evaluationservice.net

Foundation for International Services, Inc.

505 Fifth Avenue South, Suite 101
Edmonds, VA 98020
Phone: (425) 248-2255
Fax: (425) 248-2262
E-mail: info@fis-web.com
Web: www.fis-web.com

Globe Language Services, Inc.

305 Broadway Ste. 401
New York, NY 10007
Phone: (212) 227-1994
Fax: (212) 693-1489
E-mail: info@globelanguage.com
Web: www.globelanguage.com

Josef Silny & Associates, Inc.

International Education Consultants
7101 S.W. 102nd Avenue
Miami, FL 33173
Phone: (305) 273-1616
Fax: (305) 273-1338
E-mail: info@jsilny.com
Web: <http://www.jsilny.com>

Span Tran Educational Services, Inc.

7211 Regency Square Blvd., Suite 205
Houston, TX 77036-3197
Phone: (713) 266-8805
Fax: (713) 789-6022
Web: <http://www.spantran-edu.com>

World Educational Services, Inc.

P.O. Box 5087, Bowling Green Station
New York, NY 10274-5087
Phone: (800) 937-3895
Fax: (212) 739-6139
E-mail: info@wes.org
Web: <http://www.wes.org>

Foreign Academic Credentials Services, Inc.

P. O. Box 400
Glen Carbon, IL 62034
Phone: (618) 656-5291
Fax: (618) 656-5292
E-mail: facs@aol.com Web: www.facsusa.com

Applicant ID _____ (if known)

Social Security Number _____ - _____ - _____

For Official Use Only		
Q	NQ	FINAL RATING
1 ST _____	1 ST _____ CODE _____	
2 ND _____	2 ND _____ CODE _____	
3 RD _____	3 RD _____ CODE _____	
		Entered By _____

EDUCATION AND EXPERIENCE TEST PAPER (EETP)

This **test** will evaluate your education and experience. To obtain appropriate credit, you must complete this form accurately. Be sure to include your SOCIAL SECURITY NUMBER on each sheet.

If any information is missing, cannot be read or lacks necessary detail, you will be found **NOT QUALIFIED** or receive a lower score on the test. The information on this form must be verifiable. You will be disqualified if your statements are found to be false, exaggerated, or misleading.

Do not write your name anywhere on this EETP or attach your resume. Resumes will not be rated. Print using only Black or Blue Ink.

SECTION A - EDUCATION

Section A.1 - FOREIGN EDUCATION EVALUATION	FOR OFFICE USE ONLY
<p>In order for foreign education to be rated, it must be evaluated by an evaluation service approved by MTA New York City Transit. Follow the instructions on the Foreign Education Fact Sheet, and refer to the Notice of Examination to see which kind of evaluation is required for this test. If you are claiming credit for foreign education, check only one of the following:</p> <p>For this examination:</p> <p><input type="checkbox"/> I am having an evaluation of my foreign education submitted directly to MTA New York City Transit using an approved evaluation service.</p> <p><input type="checkbox"/> I wish to use an evaluation of my foreign education which was previously submitted directly to MTA New York City Transit by an approved evaluation service.</p>	
Section A.2 - HIGH SCHOOL, VOCATIONAL HIGH SCHOOL OR HIGH SCHOOL EQUIVALENCY	
<p>Did you graduate HS? <input type="checkbox"/> Yes ____/____ <input type="checkbox"/> No Was it a Vocational High School? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Month Year</small></p> <p>Name of High School: _____ <input type="checkbox"/> USA <input type="checkbox"/> Foreign</p> <p>High School located in the State of: _____ Country of: _____</p> <p>Specialty (only if you attended Vocational High School) _____</p> <p>Do you have a GED? <input type="checkbox"/> Yes ____/____ <input type="checkbox"/> No Name of Agency issuing GED: _____ <small>Month Year</small></p>	

You can find a sample EETP at “<http://www.mta.info/nyct/hr/appexam.htm>”

Use the sample EETP as guide for completing this EETP correctly.



F O R M I D H R - E M P - 7 1 6



E X A M I D 8 1 0 1

Exam Number _____

Your Social Security Number ___ / ___ / _____

SECTION B – EMPLOYMENT/WORK EXPERIENCE (PAID OR VOLUNTEER)

BOX 2

FOR
OFFICE
USE
ONLY

Employment: From: _____ / _____ To: _____ / _____ Total Time: _____ / _____
Month Year Month Year Year(s) Month(s)

Job Title: _____ Other name of your Job Title, if any: _____

No. of Hrs. Worked per Week: _____

Name of Employer: _____

Address of Employer: _____

Nature of Employer's Business: _____

Describe each of your duties separately with percentages. (Required for rating)	% Time
Total Time Spent Performing These Duties =	100%

Exam Number _____

Your Social Security Number ___ / ___ / _____

SECTION C – LICENSES AND CERTIFICATES

Refer to the Notice of Examination to see if a license or certificate is required. If it is, and you possess this license or certificate, fill in the following information. You may describe additional licenses or certificates on a separate sheet of paper using the same format.

Drivers License:

Class: _____ Check all endorsements currently on your license: Hazardous Waste Air Brake Passenger

State Where License was issued: _____ License Number: _____

Date Issued: _____ Expiration Date: _____

Other Licenses/Certificates:

Title of License or Certificate: _____

Issued by: _____

License Number: _____

Date Issued: _____ Expiration Date: _____

FOR
OFFICE
USE
ONLY

SECTION D – SELECTIVE CERTIFICATION(S)

If you want to apply for Selective Certification as described in the Notice of Examination, complete this section. I am requesting selective certification(s)

for: _____

FOR
OFFICE
USE
ONLY

SECTION E – SUBMISSION CHECKLIST

(Optional)

- Yes, my 9 digit social security number and exam number is included on every page of this document.
- No, I did not include my name anywhere in this document.
- Yes, I have read the Notice of Examination and filled out only the sections that are required for the position I am applying for.
- No, I have not included my resume because only this form will be evaluated.
- Yes, I have used extra sheets of paper to list schools and previous employment that did not fit on this form.
- Yes, I have listed more than 1 duty for each place of employment included and those duties add up to 100%.
- Yes, I have listed the class, endorsements and restrictions for my drivers license. (If the position requires a drivers license)