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## **AVAILABILITY FOR EMPLOYMENT CANVASS LETTER - GENERAL INFORMATION AND INSTRUCTIONS**

### **THE CANVASS, INTERVIEW AND APPOINTMENT PROCESS**

This canvass letter is not an offer of employment. We wish to know whether you are interested in this position and are available for appointment. Returning this letter and indicating your willingness to accept appointment under the conditions listed on the front will not necessarily result in appointment or even in your receiving an interview. However, failure to return this letter will indicate that you do not wish to be considered for any future vacancies at this location in this agency. If you are a person with a disability and need a reasonable accommodation in order to participate in the interview process, please call the telephone number on the front of this inquiry.

Although we may not communicate with you again concerning this position, we assure you that your interest and availability will be given every possible consideration.

The State Civil Service Law requires that appointment to a position in the competitive class shall be made by the selection of a person on the appropriate eligible list whose final rating is equal to or higher than the rating of the third highest ranking eligible on the list who is willing to accept appointment. It does not require that we conduct an interview prior to appointment. However, if you are among those persons interviewed for appointment and another person is appointed, we will notify you in writing of your not having been selected.

If you claimed veterans credits and received additional points you should be prepared to provide documentation of your veterans status if you are invited to an interview.

You may be required to pass a medical examination conducted at our expense; you may be required to pay laboratory fees. If fingerprinting is required, you may be required to pay a fee.

Prior to appointment, you will be required to provide proof of the required qualifying education, current license and/or certification; qualifying work experience may also be verified. Failure to provide the necessary documentation can result in inactivation from the eligible list.

You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

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### **SALARY**

The starting salary for this position includes any differential that may apply; for example, geographic location or working hours of employment. Eligibles who are entitled to a higher salary due to previous State service should discuss this at their interview. Salary increases for many employees are negotiated by management and employee organizations, specified in contract agreements, and are subject to approval by the legislature.

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### **EFFECT OF ACCEPTANCE OR DECLINATION**

- If the type of appointment is TEMPORARY, your response will not affect your future eligibility for permanent/contingent permanent appointment **from this list**.
- If the type of appointment is PERMANENT/ CONTINGENT PERMANENT, your response will affect your future eligibility for both temporary and permanent/contingent permanent appointment **from this list**.
- If the type of employment is LESS THAN FULL TIME, your response will not affect your future eligibility for full time appointment **from this list**.
- If the type of employment is FULL TIME, your response will affect your future eligibility for both full time and less than full time appointment **from this list**.
- If this is a SHIFT position, your response will affect your future eligibility for appointment to a position with that shift **from this list**.

**You can update your name, address and preferences on ELMS Online**

at: <https://www.cs.ny.gov/elmspublic> or by writing to:

**EMPLOYMENT RECORDS SECTION  
NYS DEPARTMENT OF CIVIL SERVICE  
ALBANY, NY 12239**

**-OR-**

[EmploymentRecords@cs.ny.gov](mailto:EmploymentRecords@cs.ny.gov)

**You must write to the above address to request reactivations. PROVIDE THE ELIGIBLE LIST NUMBER, TITLE AND LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER IN YOUR REQUEST in all correspondence.**

It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

### **PERSONAL PRIVACY PROTECTION LAW NOTIFICATION**

The information you provide on this application is being requested in accordance with section 61 of the Civil Service Law for the principal purpose of determining your availability for employment. The information will be used in accordance with section 96(1) of the Personal Privacy Protection Law, particularly subdivisions (b), (e) and (f). Failure to provide the information requested may prevent your being considered for employment opportunities. This information will be maintained by the Director, Division of Staffing Services, Department of Civil Service, Albany, NY 12239; telephone (518) 473-6437. For information concerning the Personal Privacy Protection Law, call (518) 457-9375.