NEW YORK STATE OF OPPORTUNITY. Department of Civil Service

EMPLOYEE HEALTH SERVICE

Instructions/Checklist for Correction Officer/ Parole Officer/ Institution Safety Officer

EHS-10 (2/2023)

TO PRINT THE BELOW FORMS, PLEASE VISIT: https://www.cs.ny.gov/extdocs/forms/ehs-10.pdf

Drug Testing: Prior to appointment, you will be required to participate in a drug-screening test. Cannabis use is not permitted for employees in this title. Cannabis use will be tested for during the pre-employment screening process and may be the basis for disqualification for employment or may be a basis for removal from employment.

- 1. Privacy Notice EHS-808 This is for your information and records, please read but do not return to EHS
- Client Data and Consent Form EHS-722 Begin at "LAST NAME" and complete that whole section. If you do not have a home phone number, please draw a line through the box. If you are presently employed by New York State (NOT County, City, or School), complete the next section. In the bottom section, initial that you have received the Privacy Notice EHS-808. Sign and Date.
- Physical Ability Test for Correction Officer EHS AG-1A or Physical Ability Test for Parole Officer/ Institution Safety Officer/ Warrant/ Transfer Officer EHS AG-3A - Complete Name, Social Security Number and Date of Birth. Sign and Date.
- Medical History Questionnaire for Preplacement Examinations EHS-728B Begin at Name and Complete the ENTIRE packet. When you get to Pg.11, please Sign and Date ONCE on the FIRST UPDATE LINE ONLY.
- 5. Please <u>DO NOT</u> bring in large backpacks or luggage to your EHS appointment (*if can be avoided*). The only items needed for your EHS appointment along with the above paperwork is your Ability and Professional Attire clothing and shoes, Identification (ex: Driver's License) and small personal belongings that will be required to be locked in a small EHS Locker.
- 6. **Candidates with Corrected Vision** If you have corrected vision, you must bring your contact lenses, glasses (if you have glasses), contact lens case with solution in order to perform corrected vs uncorrected vision test.

FORMS TO KEEP FOR YOUR RECORDS – DO NOT BRING TO EMPLOYEE HEALTH SERVICE Privacy Notice EHS-808 FORMS TO PRINT, COMPLETE, AND BRING TO EMPLOYEE HEALTH SERVICE APPOINTMENT

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