

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
DIVISION OF STAFFING SERVICES
GENERAL INFORMATION BULLETIN No. 14-02

TO: Department and Agency Directors of Human Resource, Personnel and Affirmative Action Officers

FROM: Scott DeFruscio, Director of Staffing Services

SUBJECT: Revisions to the NYS-APP

DATE: July 22, 2014

The Department of Civil Service (DCS) has revised the examination application, NYSAPP, to allow DCS to collect the necessary information to determine if disabled veterans are eligible for additional credits for subsequent open-competitive or promotion appointments, as provided for in an amendment to Article 5, section 6 to the New York Constitution. For more information on the amendment, see [GIB #13-01](#).

Revisions have been made in the online application as well as the PDF version of the application available for candidate use from DCS' web site. In addition, most special applications available to candidates from our web site have also been revised. It is anticipated that all special applications will be revised and reissued by the end of this month. If your agency has any announced examinations requiring the use of a special application and need more specific information concerning the status of your agency's special examination application, please contact your Staffing Services Representative.

Candidates must use the new application dated (6/14) to apply for any future examinations. If your office maintains a supply and has any copies of previous versions of State applications, destroy your current supply of the NYSAPP and request a new supply using the information below.

Agencies in need of a supply of paper copies of Examination Applications should send an email to printshop@cs.ny.gov. Requesters should enter "Exam Application Order" in the subject line. The body of the email should include:

1. the name of the person to whom the applications are to be sent;
2. the number of applications needed; and,
3. a mailing address where the applications should be sent.

When ordering copies of applications, agencies should allow three weeks for delivery.