

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
DIVISION OF STAFFING SERVICES
GENERAL INFORMATION BULLETIN No. 17-03

TO: Department and Agency Directors, Human Resources and Affirmative
Action Officers

FROM: Scott DeFruscio, Director of Staffing Services

SUBJECT: Revision of Statewide Employment Application

DATE: June 8, 2017

The Department of Civil Service (DCS) is pleased to announce that a revision of the Statewide Employment Application has been posted in the Human Resources Professionals Business Suite, at <https://www.cs.ny.gov/businesssuite/Statewide-Employment-Application/>. We thank the representative workgroup of agency HR professionals for their diligent work on the application revision. The most significant change is the elimination of the Part 1A document by moving the Part 1A questions to the Part 2 and Part 2A documents.

As with the original application, HR Officers, or their designees, are responsible for the appropriate branding and subsequent distribution of the Employment Applications within their agency. To the extent that your agency must collect additional information specific to the agency, an addendum may be used to capture such information.

However, this addendum may not ask applicants for employment to provide information regarding Criminal History* and must be reviewed and approved by DCS. Questions regarding the Statewide Employment Application should be directed to your agency's designated Staffing Services Representative.

* The only exception to this policy is where certain criminal convictions, by law, preclude applicants from employment in the job title at issue, unless a certificate of relief from disabilities, a certificate of good conduct, or an executive pardon is obtained.