

REQUIRED FORMS

APPLICATION
EDUCATION AND
EXPERIENCE TEST
PAPER
FOREIGN EDUCATION
FACT SHEET (if applicable)

NOTICE OF EXAMINATION

Maintainer's Helper – Group B Exam No. 3607

WHEN TO APPLY: From: **March 6, 2013**
To: **March 26, 2013**

APPLICATION FEE: \$54.00
(This Fee is Non-Refundable)

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, June 29, 2013.**

JOB DESCRIPTION: Under direct supervision, Maintainer's Helpers - Group B assist in the maintenance, installation, inspection, testing, alteration and repair of bus and other automotive electro-mechanical equipment. They clean and lubricate bus parts; move bus parts and equipment using forklifts, hi-los, hoists, hand trucks and conveyors; remove and replace worn bearing races; measure tire pressure and change flat tires; check and maintain fluid levels of engine oil, batteries, radiator and windshield washer reservoirs; fuel buses; drain waste oil; sandblast parts; drive buses and trucks; and perform related work.

Some of the physical activities performed by Maintainer's Helpers - Group B and environmental conditions experienced are: working outdoors in all weather conditions; walking on slippery surfaces while washing parts; reading gauges in dimly lit areas; climbing and descending ladders; wearing goggles, gloves or a face mask while using sandblasting equipment; using both hands to work overhead for extended periods of time; responding to audible signals such as alarms, bells, horns and whistles; responding to visual signals including distinguishing colored lights; and lifting heavy equipment and moving it manually.

Special Working Conditions: Maintainer's Helpers - Group B may be required to work various shifts including nights, Saturdays, Sundays and holidays.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

SALARY AND BENEFITS: The current minimum salary is \$18.8750 per hour for a 40-hour week increasing to \$26.9625 in the fourth year. This rate is subject to change. The benefits of this position includes, but is not limited to, night and weekend salary differentials, paid holidays, vacations, sick leave, a comprehensive medical plan, and a pension plan.

HOW TO QUALIFY:

Experience Requirements: Must be met by **the last day of the Application Period.**

Education Requirements: Must be met by **June 30, 2013.**

1. Four years of full-time experience as a mechanic's helper or as an electrician's helper in the maintenance, repair, construction or installation of mechanical, electromechanical or electrical equipment such as bus components or other automotive components including bodies, engines, transmissions and accessories; or
2. An Associate's degree or completion of 60 college-level semester credits in mechanical, electrical or machine shop technology, from an accredited college or university, accredited by regional, national bodies by the U.S. Secretary of Education and by the Council for Higher Educational Accreditation (CHEA); or
3. Graduation from a recognized trade school, technical school or vocational high school, approved by a state's Department of Education or comparable agency, with a major course of study in mechanical, electrical, or machine shop technology, totaling 600 hours; or
4. A four-year high school diploma or its educational equivalent approved by a state's Department of Education or a recognized accrediting organization **plus** three years of full-time experience as described in "1" above; or
5. A combination of education and/or experience that is equivalent to 1, 2, 3 or 4 above. Education may be substituted for experience as follows:
 - a. Each year of high school completed may be substituted for three months of required experience.
 - b. Each 20 credits completed at an accredited college in an Associate's degree program in mechanical, electrical or machine shop technology may be substituted for one year of required experience.
 - c. Each year of education completed at a recognized trade, vocational high school, or 150 hours of post secondary education with a major sequence of courses in a mechanical or electrical field or in machine shop technology may be substituted for one year of required experience.

(Continued)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

You may be given the multiple-choice test before we verify your qualifications. You are responsible for determining whether or not 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 appointment, you must possess a motor vehicle driver license valid in the State of New York. If you have serious moving violations, license suspension or an accident record you may be disqualified. You will be appointed to the Department of Buses subject to the receipt of either:

1. A Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no disqualifying restrictions; or
2. A Learner's Permit for a Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no disqualifying restrictions.

If you qualify under "2" above you will be promoted to the Department of Buses subject to the receipt of a Class B Commercial Driver License with a passenger endorsement and no disqualifying restrictions valid in the State of New York at the end of a special training course in bus operation.

If you fail to successfully complete the special training course in bus operation, including the receipt of a Class B Commercial Driver License valid in the state of New York with a passenger endorsement and no restrictions, you will be terminated.

The New York State Class B Commercial Driver License must have no restrictions which would preclude the performance of the duties of a Maintainer's Helper – Group B and must be maintained for the duration of your employment.

Medical Requirement: Medical guidelines have been established for the position of Maintainer's Helper - Group B. You will be examined to determine whether you can perform the essential functions of the position of Maintainer's Helper - Group B. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Residency: New York City residency is not required for these positions.

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

Proof of Identity: 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 with New York City Transit.

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

MTA 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 or the 3 train to the Hoyt Street Station.

REQUIRED FORMS:

1. **Application:** Make sure that you follow all instructions included with your application form, 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 the cover 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 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 must apply by mail.**

New York City Transit will **not** accept applications in person.

Applications by Mail must:

1. Be postmarked by the last day of the application period.
2. Include all of the required forms, as indicated in the Required Forms section above.
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.

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, the exam title and the exam number.

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

Cash and personal checks will not be accepted.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

ADMISSION LETTER: An *Admission 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) or you may call (347) 643-7221, or (347) 643-7222.

THE TEST: You will be given a multiple-choice test. You must achieve a score of at least 70% to pass this test. Your score on this test will determine your place on an eligible list. Veteran's credits will be granted only to eligible passing candidates who request that they be applied.

The multiple-choice test may include questions on the proper selection and use of hand and power tools and equipment employed in the maintenance and repair of mechanical and electromechanical equipment; safe work practices in repair and maintenance shops for mechanical and electromechanical equipment; reading and interpreting written instructions; reading meters; taking measurements and basic shop computations; basic electrical and mechanical theory; and other related areas.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in final score order 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: A promotion examination for this title is being held for eligible New York City Transit employees. The names appearing on the promotion list will be considered first in filling vacancies.

SPECIAL ARRANGEMENTS:

Special Testing Accommodations: If you plan to request special testing accommodations due to a disability or an alternate test date due to your religious beliefs, follow the instructions included with your Application.

CORRESPONDENCE SECTION:

All correspondence, including your application, **must** be sent to the address below:

Maintainer's Helper – Group B, Exam No. 3607
NYC 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 appointment, and may result in criminal prosecution.

APPLICATION FOR EXAMINATION



New York City Transit

180 Livingston, Room 4070
Brooklyn NY, 11201

FOLLOW DIRECTIONS ON NEXT PAGE

When applying for examinations, follow the directions on the next page with money orders made out and mailings addressed to MTA New York City Transit (NYCT). Fill in all requested information clearly, accurately, and completely. MTA 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.

1. SOCIAL SECURITY #: --

2. EXAM #: **3607**

3. EXAM TITLE: **Maintainer's Helper - Group B**

4. EXAM TYPE: **Open Competitive**

5. LAST NAME:

6. FIRST NAME: 7. MIDDLE INITIAL:

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. All MTA Agencies 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 (CHECK ONE):

White Black Hispanic American Indian/Alaskan Native Asian/Pacific Islander

16. SEX (CHECK ONE): Male Female

17. I claim religious observance and will request an alternate test date. (see "Special Circumstances" sheet)

18. I claim disability and will request special accommodations. (see "Special Circumstances" sheet)

19. E-MAIL ADDRESS (OPTIONAL):

20. YOUR SIGNATURE: _____ DATE: _____

Character and Background: Proof of good character and satisfactory background will be absolute prerequisites to appointment. The following are among the factors considered for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder; (b) repeated convictions, where such convictions indicate a disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior or an inability to follow rules and disciplinary guidelines; (d) previous unsatisfactory employment history with any MTA Agency or other public employment; (e) dishonorable discharge from the Armed Forces; (f) previous misrepresentation of identity; (g) previous misrepresentation of authority to work in the United States.

APPLICATION FORM INSTRUCTIONS

Print all information CLEARLY. Failure to do so may delay or disqualify your application.

NOTE: Read the Notice of Examination carefully before completing the application form to ensure that you meet the qualifications and eligibility requirements. **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.**

BOX 1-4 SSN, EXAM NO., EXAM TITLE AND EXAM TYPE	A 9 digit Social Security Number is required. Refer to the Notice of Examination prior to filling in the exam number and exam title. Check either the Open Competitive or Promotion box to indicate the type of examination you are applying for.
BOX 5-14 GENERAL INFORMATION	The address you give will be used as your mailing address for all official correspondence. Do Not write your e-mail address as your mailing address. Only one address for each person is maintained in the files of this Department. If you change your mailing address after applying, see the " Change of Address " section on the Special Circumstances form.
BOX 15.-16. ETHNICITY AND SEX	Completing this information is voluntary. This information will not be made available to individuals making hiring decisions.
BOX 17 SPECIAL CIRCUMSTANCES	For Religious Observance, Special Accommodations because of a Disability, Veterans' or Disabled Veterans' Credit, Parent or Sibling Legacy Credit, please see the " Special Circumstances " form for qualifications and definitions for this section.
BOX 18 E-MAIL ADDRESS	(Optional) Enter your e-mail address if you have one.
BOX 19 SIGNATURE	Signing the application indicates that all statements you provided on this form and all other forms required for this examination are true and subject to the penalties of perjury.

FORMS

All required forms which are listed in the upper-right-hand corner of the Notice of Examination must accompany your application. Failure to include these forms may result in your disqualification.

FEE

The amount of the fee is stated in the Notice of Examination. Apply by mail only with a **MONEY ORDER** made out to **New York City Transit** (checks or cash **are not** accepted). On the front of the money order you must clearly print your **full name** and **the exam number**. Applications that are submitted without the application fee payment at the time of filing your application during the application period will be considered incomplete applications. Candidates whose applications are deemed incomplete will have their applications and fees returned and they will not be permitted to re-submit their applications to **New York City Transit** once the filing period has closed, nor will they be permitted to take the test on the date scheduled. Keep your money order receipt as proof of filing. The money order must be valid for at least 90 days from the issuing date.

FEE WAIVER

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 stated on the "**Request for an MTA New York City Transit Examination Fee Waiver**" form. Please refer to that form for the list of appropriate documentation acceptable for each fee waiver criteria.

The name written on your "**Application For Examination**" form must match the name on your documentation. Applications submitted without the appropriate documentation when applying during the application period will be considered incomplete. Candidates whose applications are incomplete will not be permitted to re-submit their applications once the application period has closed, nor will they be permitted to take the test on the date scheduled.

Fee Waivers are limited to persons who meet the fee waiver criteria during the month in which the examination they are applying for is open. Any person who falsifies information concerning his/her eligibility in meeting this criteria may be banned from appointment to any position within the MTA, and may be subject to criminal prosecution. **All such violations will be referred to the Department of Investigation.**

APPLICATION SUBMISSION

Apply by mail only. Your properly completed required form(s), supporting documents, and the application fee or fee waiver paperwork must be postmarked no later than the last date of the application period and mailed to: MTA New York City Transit, Attention: c/o (please state the specific Exam Title and Exam Number), 180 Livingston Street, Room 4070, Brooklyn NY, 11201.

Applicants who do not receive an admission letter at least 4 days prior to the tentative test date must call (347) 643-7221 or (347) 643-7222.



New York City Transit

180 Livingston, Room 4070
Brooklyn NY 11201

SPECIAL CIRCUMSTANCES

Directions for completing application for examination form.

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.

(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 15 days prior to the scheduled test date.

The request must include:

- your full name
- your social security number
- the exam number
- the exam title
- signed statement on letterhead from your religious leader certifying that your religious observance prohibits you from taking the test on the scheduled date.

Submit the above information by mail only to: **MTA New York City Transit, (Insert Exam Title and Number), 180 Livingston, Room 4070, Brooklyn NY 11201.**

Note: **DO NOT** include your religious observance documentation with your completed application form(s).

(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 workdays prior to the test date.

The request must include:

- your full name
- your social security number
- the exam number
- the exam title
- the specific nature of your disability
- a justification for the special accommodations
- a statement corroborating your disability by a doctor or agency authorized for this purpose

Submit the above information by mail only to: **MTA New York City Transit, (Insert Exam Title and Number), 180 Livingston, Room 4070, Brooklyn NY 11201.**

Note: **DO NOT** include your special accommodation documentation with your completed application form(s).

SPECIAL CIRCUMSTANCES
Directions for completing application for examination form.

(C) VETERANS:

For Veterans’ or Disabled Veterans’ Credit you must meet the following requirements by the date of appointment or promotion:

- a. Be a resident of New York State at the time of list establishment; **and**
- b. Be a United States citizen or an alien lawfully admitted for permanent residence; **and**
- c. Received or expect to receive an honorable discharge or release under honorable conditions from the Armed Forces of the United States. The “*Armed Forces of the United States*” means the Army, Navy, Marine Corps, Air Force and Coast Guard, including all components thereof, and the National Guard when in the service of the United States pursuant to call as provided by Law; **and**
- d. Have served or are now serving, on full-time active duty, other than active duty for training, in at least one of the following Time of War periods below:

<p><u>Armed Forces of the United States during:</u></p> <p>World War II (Dec 7, 1941 - Dec 31, 1946); or Korean Conflict (Jun 27, 1950 - Jan 31, 1955); or Vietnam Conflict (Feb 28, 1961 - May 7, 1975); or Persian Gulf Conflict (Aug 2, 1990 - to be determined)</p>	O R	<p><u>You must have received the armed forces expeditionary medal, navy expeditionary medal, or the marine corps expeditionary medal for Hostilities in:</u></p> <p>Lebanon (Jun 1, 1983 - Dec 1, 1987); or Grenada (Oct 23, 1983 - Nov 21, 1983); or Panama (Dec 20, 1989 - Jan 31, 1990).</p>
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For Disabled Veterans’ Credit, in addition to a, b, c, and d, at the time the list is established, you must have been found to have a service connected disability incurred in a Time of War period listed on the previous page, which has been rated at least 10 percent by the U.S. Department of Veterans Affairs (V.A.). If the V.A. has not certified the disability as permanent, it must have been rated at least 10 percent by a V.A. physician no more than one year prior to the date of filing your application or the date of establishment of the eligible list.

Veterans’ or Disabled Veterans’ Credit should be requested at the time of application, but **must** be requested before the date the eligible list is established. If a candidate requests Veterans’ or Disabled Veterans’ Credit after an application for an exam has been submitted, the candidate must appear in person or write a letter indicating the candidate’s name, address, social security number, and the open-competitive or promotion exam title and number. The letter must be addressed to **MTA New York City Transit, Veterans’ Credit, (Insert Exam Title and Number), 180 Livingston, Room 4070, Brooklyn NY 11201.**

Claims for Veterans’ or Disabled Veterans’ Credit cannot be made once the eligible list is established. All claims for Veterans’ or Disabled Veterans’ Credit will be investigated and you will be required to produce documentation, such as discharge papers, to prove that you are eligible for the credit.

Note:

1. You may use Veterans’ or Disabled Veterans’ Credit only once after January 1, 1951 for appointment or promotion from a City, State, or County civil service list from a jurisdiction within the State of New York.
2. Veterans’ or Disabled Veterans’ credit will be added only to the final score of those candidates who pass all parts of the examination.
3. The above is only a summary of necessary conditions. The complete provisions are contained in statutory and/or decisional law.

SPECIAL CIRCUMSTANCES
Directions for completing application for examination form.

(D) LEGACY CREDIT (FOR OPEN COMPETITIVE EXAMINATIONS ONLY):

Ten points will be added to the open competitive exam score of a candidate who qualifies for Parent or Sibling Legacy Credit.

A. For Parent Legacy Credit:

A candidate shall qualify for Parent Legacy Credit if his or her parent was killed in the line of duty as a firefighter or police officer in the service of New York City.

B. For Sibling Legacy Credit:

A candidate shall qualify for Sibling Legacy Credit if his or her sibling was killed in the line of duty as a firefighter or police officer in the service of New York City as a result of the September 11, 2001 World Trade Center attack, or as a result of the rescue effort that took place in response of the attack.

A candidate can receive Legacy Credit for no more than one parent or one sibling. A candidate can, however, receive Legacy Credit for both a parent and a sibling, in which case, the candidate may be entitled to 20 points. Legacy Credit should be requested at the time of application, but **must** be requested before the date of the eligible list is established. If a candidate requests Legacy Credit after an application for an exam has been submitted, the candidate must appear in person or write a letter indicating the candidate's name, address, social security number, the open-competitive exam title and number for which Legacy Credit is sought, and whether the request is for Parent Legacy Credit, Sibling Legacy Credit, or both. The letter must be addressed to **MTA New York City Transit, Attention Legacy Credit, (Insert Exam Title and Number), 180 Livingston, Room 4070, Brooklyn NY 11201**. Claims for Legacy Credit cannot be made once the eligible list is established. All candidates making such claims will be required to present to the hiring agency prior to appointment documentation verifying their claim. All claims for Parent or Sibling Legacy Credit will be investigated.

Note:

1. You may use Legacy Credit only once for appointment from a City, State, or County open competitive civil service eligible list from a jurisdiction within the State of New York.
2. Legacy Credit will be added only to the final score of those candidates who pass all parts of the open competitive examination.
3. The above description of Legacy Credit is only a summary of necessary conditions. The complete provisions are contained in the relevant statutory and/or decisional laws governing Parent and Sibling Legacy Credit.

(E) 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:

Table with 2 columns and 3 rows listing waiver criteria: 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...

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... [List of criteria A-F with checkboxes]

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



New York City Transit

MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

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.

**Division of Human Resources
Personnel Testing, Selection and Classification Unit
180 Livingston Street, Room 4070
Brooklyn NY 11201**

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:

Foreign Education Evaluation
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 20348
Long Beach, CA 90801-3341
Phone: (714) 237-9272; 237-9276
Fax: (714) 237-9279
E-mail: evalcaree@yahoo.com

Education Evaluators International, Inc.

P.O. Box 5397
Los Alamitos, CA 90720-5397
Phone: (562) 421-2187
Fax: (562) 493-5021
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.

260 East Highland Avenue, Suite 300
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.

P.O. Box 85
Hopewell Junction, NY 12533
Phone: (845) 223-6455
Fax: (845) 223-6454
E-mail: esi2@frontiernet.net
Web: www.evaluationservice.net

Foundation for International Services, Inc.

21540 30th Drive, S.E., Suite 320
Bothell, WA 98021
Phone: (425) 487-2245
Fax: (425) 487-1989
E-mail: info@fis-web.com
Web: www.fis-web.com

Globe Language Services, Inc.

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

International Consultants of Delaware, Inc.

109 Barksdale Professional Center
Newark, DE 19711
Phone: (302) 737-8715
Fax: (302) 737-8756
E-Mail: icd@icdel.com
Web: <http://www.icdel.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: (212) 966-6311 or (800) 937-3895
Fax: (212) 966-6395
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 - - - - -

 New York City Transit Division of Human Resources 180 Livingston, Room 4070 Brooklyn NY 11201 Maintainer's Helper - Group B <i>Open Competitive</i> Exam No. 3607	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)

COMPLETING THIS FORM IS A TEST. READ THIS SECTION CAREFULLY BEFORE COMPLETING THIS FORM.

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 attached sheet.

If any information is missing, cannot be read, is unclear, or LACKS NECESSARY DETAIL, you may be found "Not Qualified" or receive a lower score on the test. The information you enter on this form must be verifiable. You may be disqualified if your statements are found to be false, exaggerated, or misleading.

Refer to the Notice of Examination (NOE) to find out which sections of this form you must fill out. If you are Applying for Selective Certification, be sure to complete Section D on page 7 of this form.

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 MTA NEW YORK CITY TRANSIT USE ONLY
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. For this examination: <input type="radio"/> I am having an evaluation of my foreign education submitted directly to MTA New York City Transit by an approved evaluation service. <input type="radio"/> 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.	
Section A.2 - HIGH SCHOOL OR HIGH SCHOOL EQUIVALENCY	FOR MTA NEW YORK CITY TRANSIT USE ONLY
THE HIGHEST GRADE OR YEAR OF HIGH SCHOOL COMPLETED: <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12 Did you graduate HS? <input type="radio"/> Yes ____/____ <input type="radio"/> No - Dates of HS attendance: From ____/____ To ____/____ (Month Year) (Month Year) (Month Year) Name of High School: _____ USA Foreign High School located in the State of: _____ Country of: _____ Do you have a GED? <input type="radio"/> Yes ____/____ <input type="radio"/> No - Name of Agency issuing GED: _____ (Month Year) (If you attended other high schools, report this information for each additional school on a separate sheet of paper using the same format.)	

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

Use the sample EETP as a guide for completing an EETP correctly.

Study the sample EETP as an example of an EETP that has been filled out correctly for another title.

Section A.3 - TRADE SCHOOL OR VOCATIONAL HIGH SCHOOL

If you attended a trade/vocational school, please complete the following:

Did you graduate? Yes ___/___/___ No Dates of Attendance: From ___/___/___ To ___/___/___
Month Year Month Year Month Year

Name of Trade/Vocational School: _____ USA Foreign

Trade/Vocational School located in the State of: _____ Country of: _____

Specialty _____ Number of hours you completed in specialty: _____

(If you attended other trade or vocational schools, report this information for each additional school on a separate sheet of paper using the same format.)

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Section A.4 – UNDERGRADUATE EDUCATION

Name of Undergraduate College/University: _____ USA Foreign

Address: _____

State: _____ Country: _____

Major: _____

Number of Credits You Have Completed in Major: _____ Total Number of Credits You Have Completed: _____

Do you have a Degree? Yes No Dates of Attendance: From ___/___/___ To ___/___/___
Month Year Month Year

Date Degree Received: _____ Type of Degree: (*check only one*) Associate Baccalaureate

Exact Title of Degree: _____

(If you attended other undergraduate institutions and/or obtained more than one degree, report this information for each additional institution on a separate sheet of paper using the same format.)

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Section A.5 – GRADUATE EDUCATION

Name of Graduate College/University: _____ USA Foreign

Address: _____

State: _____ Country: _____

Major: _____

Number of Credits You Have Completed in Major: _____ Total Number of Credits You Have Completed: _____

Do you have a Graduate Degree? Yes No Dates of Attendance: From ___/___/___ To ___/___/___
Month Year Month Year

Date Degree Received: _____ Type of Degree: (*check only one*) Masters Other

Exact Title of Degree: _____

(If you attended other graduate institutions and/or obtained more than one degree, report this information for each additional institution on a separate sheet of paper using the same format.)

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Section A.6 – COURSES

Refer to the Notice of Examination to find out if this section applies to you. If it does, complete this section listing **ONLY** those courses you have **successfully** completed that are necessary to meet the requirements or qualify for extra credit as specified in the Notice of Examination. In the column headed "**Level**", print "**U**" for an undergraduate course, "**G**" for a graduate (post-baccalaureate) course, or "**T**" for a union training, trade, Vocational High School, or apprenticeship program. You must specify whether you are reporting time in hours or credits.

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<u>Name and Address of Institution/College/Trade School</u>	<u>Course No.</u>	<u>Exact Title of Course</u>	<u>Level (U/G/T)</u>	<u># of Credits</u>	<u># of Hours</u>	<u>Date Completed</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

(Use additional paper, filled out in the same format, if needed)

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

READ THIS SECTION CAREFULLY BEFORE COMPLETING THIS FORM

Refer to the Notice of Examination to see whether this section applies to you. If it does, describe your THREE most recent relevant jobs using the format below. It is essential that you complete all sections concerning past and present employment and you describe your duties in detail. **Failure to do so may result in your disqualification.**

Include relevant part-time and volunteer experience. Describe relevant armed forces experience. If you are or have been in business for yourself, enter "self employed" on the line labeled "Name and Address of Employer." **You should not reveal your name anywhere on this test paper.** A maximum of one year of experience will be credited for each 12-month period. Part-time experience will be pro-rated. If you had a substantial change of duties or a return to work after a break in service with the same employer, treat these as separate jobs. List the percentage of time spent on each duty, task, or function. The total of these percents should equal 100 percent for each job reported.

BOX 1	<p>Employment: From: ____ / ____ To: ____ / ____ Total Time: ____ / ____</p> <p style="text-align: center; margin-left: 100px;">Month Year Month Year Year(s) Month(s)</p> <p style="text-align: center; margin-left: 100px;"> <input type="radio"/> Presently Employed In This Position <input type="radio"/> Paid <input type="radio"/> Volunteer </p> <p>Job Title: _____ Other name of your Job Title, if any: _____</p> <p>No. of Hrs. Worked per Week ____ Starting Salary \$ ____ per ____ Last Salary \$ ____ per ____</p> <p>If employed with New York City or State, was this appointment: (check or fill in <u>only one</u>) <input type="radio"/> Permanent <input type="radio"/> Provisional Other _____ (please specify)</p> <p>Name of Employer: _____</p> <p>Address of Employer: _____</p> <p><u>Title</u> of Immediate Supervisor _____ Nature of Employer's Business _____</p> <p>If you <u>directly</u> supervised staff, enter title(s) and number of people: _____</p> <p>If you <u>indirectly</u> supervised staff, enter title(s) and number of people: _____</p>
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Describe each of your duties separately with percentages. (Required for rating)	% Time
Total Time Spent Performing These Duties =	100%

BOX 2

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

Paid Volunteer

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

No. of Hrs. Worked per Week _____ Starting Salary \$ _____ per _____ Last Salary \$ _____ per _____

I If employed with New York City or State, was this appointment:
 (check or fill in **only one**) Permanent Provisional Other _____
 (please specify)

Name of Employer: _____

Address of Employer: _____

Title of Immediate Supervisor _____ Nature of Employer's Business _____

If you **directly** supervised staff, enter title(s) and number of people: _____

If you **indirectly** supervised staff, enter title(s) and number of people: _____

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

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BOX 3	Employment: From: _____ / _____ To: _____ / _____ Total Time: _____ / _____ <div style="margin-left: 40px;">Month Year Month Year Year(s) Month(s)</div> <div style="margin-left: 100px; text-align: center;"> <input type="radio"/> Paid <input type="radio"/> Volunteer </div>
Job Title: _____ Other name of your Job Title, if any: _____	
No. of Hrs. Worked per Week _____ Starting Salary \$ _____ per _____ Last Salary \$ _____ per _____	
I If employed with New York City or State, was this appointment: (check or fill in <u>only one</u>) <input type="radio"/> Permanent <input type="radio"/> Provisional Other _____ <div style="text-align: right; margin-right: 20px;">(please specify)</div>	
Name of Employer: _____	
Address of Employer: _____	
Title of Immediate Supervisor _____ Nature of Employer's Business _____	
If you <i>directly</i> supervised staff, enter title(s) and number of people: _____	
If you <i>indirectly</i> supervised staff, enter title(s) and number of people: _____	

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

You may describe other relevant jobs by adding additional sheets in the same format. Use a separate box for each job. Number any additional job BOX 4, 5, 6 ... etc.

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.

<p>Drivers License:</p> <p>Class: ____ Check all endorsements currently on your license: <input type="checkbox"/> Hazardous Waste <input type="checkbox"/> Air Brake <input type="checkbox"/> Passenger</p> <p>State where License was issued: _____ License Number: _____</p> <p>Date Issued: _____ Expiration Date: _____</p> <p>Other Licenses/Certificates:</p> <p>Title of License or Certificate: _____</p> <p>Issued by: _____</p> <p>License Number: _____</p> <p>Date Issued: _____ Expiration Date: _____</p>	<p>FOR NEW YORK CITY TRANSIT USE ONLY</p>
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SECTION D – SELECTIVE CERTIFICATION(S)

<p>If you want to apply for Selective Certification as described in the Notice of Examination, complete this section. I am requesting selective certification(s)</p> <p>for: _____</p> <p style="text-align: center;">(If selective certification is for foreign language, specify the language(s) for which you are requesting selective certification.)</p>	<p>FOR NEW YORK CITY TRANSIT USE ONLY</p>
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SECTION E – SUBMISSION CHECKLIST

(optional)

- Yes, my nine-digit social security number and exam number are 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 only listed courses that I have successfully completed and that are necessary to meet the requirements or qualify for extra credit.
- Yes, I have listed more than one 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 driver license (if the position requires a driver license).