



**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE ANNOUNCES  
Examinations Open To The Public**

**APPLICATIONS ACCEPTED CONTINUOUSLY - TESTS HELD PERIODICALLY**

| Examination No. and Title                     | Salary Grade |
|---|--------------|
| <b>20-826 Nurse 1</b>                         | <b>14</b>    |
| <b>20-827 Nurse 1 (Chinese Language)</b>      | <b>14</b>    |
| <b>20-828 Nurse 1 (Manual Communications)</b> | <b>14</b>    |
| <b>20-829 Nurse 1 (Spanish Language)</b>      | <b>14</b>    |

**Upstate Counties with Salary Enhancements**

| Location                                       | Beginning Salary | Job Rate |
|--|------------------|----------|
| <i>Statewide</i>                               | \$41,170         | \$52,552 |
| <i>Columbia and Greene Counties</i>            | \$48,170         | \$59,552 |
| <i>Batavia Veterans Home and Monroe County</i> | \$49,170         | \$60,552 |
| <i>Broome, Chemung, and Chenango Counties</i>  | \$50,666         | \$57,052 |
| <i>Sullivan and Ulster Counties</i>            | \$54,041         | \$65,423 |
| <i>Dutchess and Orange Counties</i>            | \$55,554         | \$66,936 |
| <i>Putnam County</i>                           | \$61,195         | \$66,936 |

Shift differentials in Upstate Counties range from \$400 to \$7,000 depending on county. Appointees may also be eligible for \$575/year inconvenience pay. Additional monies may be available for advanced qualifications.

**Downstate Counties with Salary Enhancements**

| Location   | Beginning Salary | Job Rate |
|--|------------------|----------|
| <i>Bronx, Kings, Nassau, New York, Queens, Richmond, Rockland, Suffolk, and Westchester Counties</i> | \$62,708         | \$68,449 |

Shift differentials in the Nine-County Greater New York Metropolitan Area range from \$3,620 to \$4,800 depending on county. Appointees may also be eligible for \$575/year inconvenience pay. Additional monies may be available for advanced qualifications.

**ONLINE APPLICATION PROCESS AVAILABLE at <http://www.cs.ny.gov/exams>**

**NO APPLICATION PROCESSING FEE REQUIRED**

**THE POSITIONS:** New York State has approximately 5,000 positions in the Nursing title series. Over half of the positions are located in facilities operated by the Office of Mental Health (OMH), while approximately a quarter are located in Department of Corrections and Community Supervision facilities. Other agencies utilizing these positions are the Office for People With Developmental Disabilities (formerly the Office of Mental Retardation and Developmental Disabilities), State University of New York, Office of Alcoholism and Substance Abuse Services (OASAS), Office of Children and Family Services (OCFS), Department of Health (DOH), and the State Education Department in Rome and Batavia.

**DUTIES:** As a **Nurse 1 (all parenthetics)**, on an assigned shift, you will provide professional nursing services appropriate to individuals served by the program to which you are assigned. Services may include, but are not limited to, nursing interventions and their documentation, casefinding, health teaching/counseling and provision of supportive and/or restorative care. You will also participate in staff training, prepare clinical and administrative reports, maintain infection control standards, and function as a member of a treatment team. You may also act as a charge nurse on a unit or in a residence, or as house or unit supervisor in a nursing home.

**MINIMUM QUALIFICATIONS:** On or before the date of filing your application you must be licensed and currently registered to practice nursing in New York State, possess a limited permit to practice nursing in New York State, or be eligible to enter the examination for such license. You must obtain your NYS license within one year of the date of appointment or action will be taken to remove you from the position.

**NOTES:**

1. If you fail to maintain your registration once you are appointed, action will be taken to remove you from the position.
2. Credentials will be reviewed at the time of interview.
3. Questions regarding requirements for licensure should be directed to the New York State Education Department, Office of the State Board for Nursing, 89 Washington Avenue, Albany, NY 12234 or by calling (518) 474-3817. The State Education Department may also be contacted at [nursebd@mail.nysed.gov](mailto:nursebd@mail.nysed.gov).
4. Agencies are very interested in candidates who speak Chinese or Spanish or who are skilled in manual communication. If you are considered for appointment to a foreign language position, you will be required to pass a performance test to demonstrate your proficiency in the foreign language. If you are considered for appointment to a manual communication position, you will be required to pass a performance test to demonstrate your proficiency in manual sign language. Proficiency must be at a level that will assure your ability to properly perform the duties of the position.
5. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
6. Applicants for positions at any of the Veterans Homes operated by the Department of Health must have no findings of abuse, neglect, mistreatment or misappropriation of resident funds listed on the New York State or any state nursing home registry to be considered.

**NOTES: (Continued)**

7. In order to be eligible for appointment and to maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists (or excluded from any other Federal or Federally assisted program). If you are appointed and subsequently listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program), you may be terminated from your employment.
8. If appointed you may be required to become an enrolled Medicare provider; obtain and provide to your employer a National Provider Identifier (NPI) number issued by the National Plan and Provider Enumeration System (NPPES); and otherwise actively participate to the degree necessary to allow for your services to be billed through Medicare and Medicaid. If you are appointed and you lose the ability to bill through Medicare and Medicaid, you may be terminated from your employment.

**SUBJECT OF EXAMINATION:** There will be no written test. If you meet the Minimum Qualifications, your **education and experience** will be evaluated against the general background/critical activities of the position. It is essential that you describe your education and experience as completely as possible on the examination application NYS-APP form. Ambiguity, vagueness or omissions will not be decided in your favor. Do NOT send resumes. If you need more space, attach additional 8½" x 11" sheets, following the same format used on the application form. Your final score will be based on the rating you receive on the evaluation of education and experience. All statements you make on your application are subject to investigation.

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime veterans' and Civil Service Law Section 85-a credits to your final passing score.

State agencies have an ongoing need for persons qualified for appointment to these positions. The agencies and facilities listed will accept applications at any time and will rate applications whenever additional eligibles are needed. Applications received after a rating will be retained for the next test date rating.

**For information about these examinations write or call any of the facilities or agencies listed.**

**HOW TO APPLY:**

- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email [cs.sm.examinfo@cs.ny.gov](mailto:cs.sm.examinfo@cs.ny.gov) to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 [press 2, then press 3]; or toll free at 1-877-697-5627 [press 2, then press 3].

**WHERE TO APPLY:** Mail your completed application form (NYS-APP) directly to the agencies or facilities where you wish to be employed, as directed in the listings below. **Do not send applications to the New York State Department of Civil Service.**

**STATE UNIVERSITY OF NEW YORK**

**MAIL THE COMPLETED APPLICATION TO THE FACILITY WHERE YOU WISH TO BE EMPLOYED.**

|   |   |   |  |
|---|---|---|--|
| Alfred State College<br>10 Upper College Drive<br>Alfred, NY 12802  | State University of New York at Albany<br>Human Resources<br>Administration UAB 300<br>1400 Washington Avenue<br>Albany, NY 12222             | SUNY College at Buffalo<br>1300 Elmwood Avenue<br>Buffalo, NY 14222-1095                        | SUNY College at Plattsburgh<br>101 Broad Street<br>Plattsburgh, NY 12901-2681                        |
| College of Technology at Delhi<br>167 Bush Hall<br>Delhi, NY 13753  | State University of New York at Binghamton<br>P.O. Box 6000<br>Binghamton, NY 13902-6000  | SUNY College at Cortland<br>P.O. Box 2000<br>Cortland, NY 13045                                 | SUNY College at Potsdam<br>44 Pierrepoint Avenue<br>Potsdam, NY 13676                                |
| Long Island State Veterans Home<br>Human Resources Department<br>100 Patriots Road<br>Stony Brook, NY 11790 | State University of New York at Buffalo<br>120 Crofts Hall<br>Amherst Campus<br>Buffalo, NY 14260-7022  | SUNY College at Fredonia<br>510 Maytum Hall<br>Fredonia, NY 14063                               | SUNY College at Purchase<br>Box 337<br>Purchase, NY 10577-1400                                       |
| State University College of<br>Technology at Canton<br>Canton, NY 13617                                     | State University of New York at Stony Brook<br>390 Administration Building<br>Human Resources Department<br>Stony Brook, NY 11794-0751        | SUNY College at Geneseo<br>Geneseo, NY 14454  | SUNY Health Science Center at<br>Brooklyn<br>450 Clarkson Avenue<br>Brooklyn, NY 11203               |
| State University College of<br>Technology at Farmingdale<br>Melville Road<br>Farmingdale, NY 11735          | State University of New York University<br>Hospital<br>Human Resources Dept.<br>3 Technology Drive, Suite 100<br>East Setauket, NY 11733-9300 | SUNY College at New Paltz<br>75 South Manheim Boulevard,<br>Suite 9<br>New Paltz, NY 12561-2443 | SUNY Health Science Center at<br>Syracuse<br>750 E. Adams Street<br>Syracuse, NY 13210               |
| State University College of<br>Agriculture and Technology<br>at Cobleskill<br>Cobleskill, NY 12043          | SUNY College at Brockport<br>Allen Administration Building<br>350 New Campus Drive<br>Brockport, NY 14420-2929                                | SUNY College at Old Westbury<br>P.O. Box 210<br>Old Westbury, NY 11568-0210                     | SUNY Institute of Technology at<br>Utica/Rome<br>PO Box 3050<br>Marcy Campus<br>Utica, NY 13502-3050 |
| State University College of<br>Agriculture and Technology at Morrisville<br>Morrisville, NY 13408-0901      |   | SUNY College at Oneonta<br>Oneonta, NY 13820-4015   | SUNY Maritime College<br>6 Pennyfield Ave, Fort Schuyler<br>Bronx, NY 10465                          |
|   |   | SUNY College at Oswego<br>410 Culkin Hall<br>Oswego, NY 13126                                   |  |

## NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES

MAIL THE COMPLETED APPLICATION WITH A LIST OF THE RESIDENTIAL CENTERS WHERE YOU WISH TO BE EMPLOYED TO:

NYS Office of Children and Family Services  
Personnel Office  
52 Washington Street  
Rensselaer, NY 12144-2735

Brentwood Residential Center  
1230 Commack Road  
Dix Hills, NY 11746-8215  
(631) 667-1188

Ella McQueen Reception Center  
41 Howard Avenue  
Brooklyn, NY 11221-4015  
(718) 574-2911

Lansing Residential Center  
270 Auburn Road  
Lansing, NY 14882-8944  
(607) 533-4262

Sergeant Henry Johnson Youth  
Leadership Academy  
Route 10, PO Box 132  
South Kortright, NY 13842-0132  
(607) 538-1401

Bronx Residential Center  
170 East 210th Street  
Bronx, NY 10467-9995  
(718) 798-6660

Finger Lakes Residential Center  
250 Auburn Road  
Lansing, NY 14882-9088  
(607) 533-5000

MacCormick Secure Center  
300 South Road  
Brooktondale, NY 14817-9723  
(607) 539-7121

Staten Island Residential Center  
1133 Forest Hill Road  
Staten Island, NY 10314-6396  
(718) 761-6033

Brooklyn Residential Center  
1125 Carroll Street  
Brooklyn, NY 11225-2202  
(718) 773-2041

Goshen Secure Center  
Cross Road  
Goshen, NY 10924-9998  
(845) 294-6158

Middletown Residential Center  
393 County Route 78  
Middletown, NY 10940-6842  
(845) 342-3936

Taberg Residential Center  
10011 Taberg-Florence Road  
RR 1, Box 139  
Taberg, NY 13471-7735  
(315) 245-0084

Brookwood Secure Center  
Spookrock Road, Box 265  
419 County Route 29  
Claverack, NY 12513-0265  
(518) 851-3211

Highland Residential Center  
PO Box 970  
629 North Chodikey Lake Road  
Highland, NY 12528-2726  
(845) 691-7223

Red Hook Residential Center  
531 Turkey Hill Road  
Red Hook, NY 12571-9440  
(845) 758-4151

Columbia Secure Center for Girls  
419 Spook Rock Road  
Claverack, NY 12513  
(518) 851-3211

Industry Residential Center  
375 Rush-Scottsville Road  
Rush, NY 14543-9504  
(716) 533-2600

## NEW YORK STATE OFFICE FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

MAIL THE COMPLETED APPLICATION TO THE FACILITY WHERE YOU WISH TO BE EMPLOYED.

Bernard M. Fineson Developmental  
Disabilities Services Office  
P.O. Box 280507  
Queens Village, NY 11428-0507  
(718) 217-5110

Central New York Developmental  
Disabilities Services Office  
Syracuse Office  
187 Northern Concourse  
North Syracuse, NY 13212  
(315) 473-6980

Metro New York Developmental  
Disabilities Services Office  
Personnel Office  
4th Floor  
1200 Waters Place  
Bronx, NY 10461  
(718) 430-0710

Sunmount Developmental  
Disabilities Services Office  
2445 State Route 30  
Tupper Lake, NY 12986  
(518) 359-4150

Broome Developmental Disabilities  
Services Office  
249 Glenwood Road  
Binghamton, NY 13905-1695  
(607) 770-0241

Finger Lakes Developmental Disabilities  
Services Office  
Attention: Human Resources Office  
620 Westfall Road  
Rochester, NY 14620  
(585) 461-8800

NYS Institute For Basic Research in  
Developmental Disabilities  
1050 Forest Hill Road  
Staten Island, NY 10314  
(718) 494-5100

Taconic Developmental  
Disabilities Services Office  
26 Center Circle  
Wassaic, NY 12592  
Attn: OHRM  
(845) 877-6821, Ext. 3367

Brooklyn Developmental Disabilities  
Services Office  
888 Fountain Avenue  
Brooklyn, NY 11208-5997  
(718) 642-6310

Hudson Valley Developmental  
Disabilities Services Office  
P.O. Box 470  
Thiells, NY 10984  
(845) 947-6300

Staten Island Developmental  
Disabilities Services Office  
1150 Forest Hill Road  
Staten Island, NY 10314-6316  
(718) 983-5433

Western New York  
Developmental Disabilities  
Services Office  
1200 East & West Road  
West Seneca, NY 14224  
(716) 517-2000

Capital District Developmental  
Disabilities Services Office  
500 Balltown Road  
Schenectady, NY 12304  
(518) 370-7386

Long Island Developmental Disabilities  
Services Office, Suite 1  
45 Mall Drive  
Commack, NY 11725  
(631) 493-1830

Central New York Developmental  
Disabilities Services Office  
Rome Office  
Box 470  
Rome, NY 13442-0470  
(315) 336-2300, Ext. 578

## NEW YORK STATE OFFICE OF MENTAL HEALTH

MAIL THE COMPLETED APPLICATION TO THE FACILITY WHERE YOU WISH TO BE EMPLOYED.

|   |  |   |   |
|---|--|---|---|
| Bronx Children's Psychiatric Center<br>1000 Waters Place<br>Bronx, NY 10461<br>(718) 239-3600                         | Elmira Psychiatric Center<br>100 Washington Street<br>Elmira, NY 14901-2898<br>(607) 737-4711          | Mohawk Valley Psychiatric Center<br>1400 Noyes at York<br>Utica, NY 13502<br>(315) 738-3800                   | Rochester Psychiatric Center<br>1111 Elmwood Avenue<br>Rochester, NY 14620<br>(585) 241-1200                      |
| Bronx Psychiatric Center<br>1500 Waters Place<br>Bronx, NY 10461<br>(718) 931-0600                                    | Greater Binghamton Health Center<br>425 Robinson Street<br>Binghamton, NY 13901<br>(607) 724-1391      | Nathan S. Kline Institute for<br>Psychiatric Research<br>Orangeburg, NY 10962<br>(845) 398-5500               | Sagamore Children's Psychiatric<br>Center<br>197 Half Hollow Road<br>Dix Hills, NY 11746<br>(631) 673-7700        |
| Brooklyn Children's Center<br>Room 100, Building 8<br>1819 Bergen Street<br>Brooklyn, NY 11233-4513<br>(718) 221-4500 | Hutchings Psychiatric Center<br>620 Madison Street<br>Syracuse, NY 13210<br>(315) 426-3600             | NYS Psychiatric Institute<br>1051 Riverside Drive<br>New York, NY 10032<br>(212) 543-5000                     | St. Lawrence Psychiatric Center<br>One Chimney Point Drive<br>Ogdensburg, NY 13669<br>(315) 541-2001              |
| Buffalo Psychiatric Center<br>400 Forest Avenue<br>Buffalo, NY 14213<br>(716) 885-2261                                | Kingsboro Psychiatric Center<br>681 Clarkson Avenue<br>Brooklyn, NY 11203<br>(718) 221-7700            | Pilgrim Psychiatric Center<br>998 Crooked Hill Road<br>West Brentwood, NY 11717-1087<br>(631) 761-3500        | South Beach Psychiatric Center<br>777 Seaview Avenue<br>Staten Island, NY 10305<br>(718) 667-2300                 |
| Capital District Psychiatric Center<br>75 New Scotland Avenue<br>Albany, NY 12208<br>(518) 447-9611                   | Kirby Forensic Psychiatric Center<br>600 East 125th Street<br>Wards Island, NY 10035<br>(646) 672-6999 | Queens Children's Psychiatric Center<br>74-03 Commonwealth Boulevard<br>Bellerose, NY 11426<br>(718) 464-2900 | Western NY Children's Psychiatric<br>Center<br>1010 East and West Road<br>West Seneca, NY 14224<br>(716) 677-7000 |
| Central New York Psychiatric Center<br>Box 300, Old River Road<br>Marcy, NY 13403<br>(315) 736-8271                   | Manhattan Psychiatric Center<br>600 East 125th Street<br>Wards Island, NY 10035<br>(212) 369-0500      | Rockland Children's Psychiatric Center<br>Convent Road<br>Orangeburg, NY 10962<br>(845) 359-7400              |   |
| Creedmoor Psychiatric Center<br>80-45 Winchester Boulevard<br>Queens Village, NY 11427<br>(718) 464-7500              | Mid-Hudson Psychiatric Center<br>Box 158, Route 17M<br>New Hampton, NY 10958<br>(845) 374-3171         | Rockland Psychiatric Center<br>Old Orangeburg Road<br>Orangeburg, NY 10962<br>(845) 359-1000                  |   |

## NEW YORK STATE OFFICE OF ALCOHOLISM AND SUBSTANCE ABUSE SERVICES

MAIL THE COMPLETED APPLICATION WITH A LIST OF TREATMENT CENTERS WHERE YOU WISH TO BE EMPLOYED TO:

New York State Office of Alcoholism and Substance Abuse Services  
Bureau of Human Resources Management  
1450 Western Avenue  
Albany, New York 12203-3526  
(518) 485-1728

<http://www.oasas.ny.gov>

|   |  |  |   |
|---|--|--|---|
| Bronx Addiction Treatment Center<br>Bronx Psychiatric Center<br>Building 13<br>1500 Waters Place<br>Bronx, NY 10461-2723<br>(718) 904-0026, ext 2                           | Dick Van Dyke Addiction Treatment Center<br>1330 County Road 132<br>Ovid, NY 14521<br>(607) 869-9500   | Manhattan Addiction Treatment Center<br>Manhattan Psychiatric Center<br>600 East 125th Street<br>Meyer Building<br>Ward's Island<br>New York, NY 10035<br>(646) 672-6120 | Russell E. Blaisdell Addiction<br>Treatment Center<br>Rockland Psychiatric Center<br>Box 140<br>Orangeburg, NY 10962-1129<br>(845) 359-8500                       |
| C.K. Post Addiction Treatment<br>Center<br>Pilgrim Psychiatric Center<br>Building 1, 998 Crooked Hill Road<br>West Brentwood, NY 11717-1087<br>(631) 434-7209               | John L. Norris Addiction Treatment Center<br>Rochester Psychiatric Center<br>1111 Elmwood Ave.<br>Rochester, NY 14620-3005<br>(585) 461-0410 | McPike Addiction Treatment Center<br>1213 Court Street<br>Utica, NY 13502<br>(315) 738-4600  | St. Lawrence Addiction<br>Treatment Center<br>One Chimney Point Drive<br>Hamilton Hall<br>Ogdensburg, NY 13669-2291<br>(315) 393-1180                             |
| Creedmoor Addiction Treatment<br>Center<br>Creedmoor Psychiatric Center<br>Building #19, CBU 15<br>80-45 Winchester Boulevard<br>Queens Village, NY 11427<br>(718) 264-3740 | Kingsboro Addiction Treatment Center<br>754 Lexington Avenue<br>Brooklyn, NY 11221<br>(718) 453-3200   | Richard C. Ward Addiction Treatment<br>Center<br>Suite No. 12/16, Building 92<br>117 Seward Avenue<br>Middletown, NY 10940<br>(845) 341-2500                             | South Beach Addiction<br>Treatment Center<br>South Beach Psychiatric Center<br>Building A<br>777 Seaview Avenue<br>Staten Island, NY 10305-3499<br>(718) 667-4219 |
|   | M. A. Stutzman Addiction Treatment Center<br>360 Forest Avenue<br>Buffalo, NY 14213-1205<br>(716) 882-4900                                   |  |   |

**NEW YORK STATE OFFICE OF MENTAL HEALTH SATELLITE UNITS IN CORRECTIONAL FACILITIES**  
**MAIL YOUR COMPLETED APPLICATION FORM WITH A LIST OF THE MENTAL HEALTH SATELLITE UNITS WHERE YOU WISH TO BE EMPLOYED TO:**

**Central New York Psychiatric Center**  
**300 Old River Road**  
**Marcy, NY 13403**

Albion Correctional Facility  
3595 State School Road  
Albion, NY 14411  
(585) 589-5511

Coxsackie Correctional Facility  
Box 200  
West Coxsackie, NY 12051-0200  
(518) 731-2781

Great Meadow Correctional Facility  
Box 51  
Comstock, NY 12821  
(518) 639-5516

Sing Sing Correctional Facility  
354 Hunter Street  
Ossining, NY 10562-5442  
(914) 941-0108

Attica Correctional Facility  
Box 149  
Attica, NY 14011-0149  
(585) 591-2000

Downstate Correctional Facility  
P.O. Box 445  
Fishkill, NY 12524-0445  
(845) 831-6600

Green Haven Correctional Facility  
Route 216  
Stormville, NY 12582  
(845) 221-2711

Sullivan Correctional Facility  
Box 116  
Fallsburg, NY 12733-0116  
(845) 434-2080

Auburn Correctional Facility  
135 State Street  
Auburn, NY 13021  
(315) 253-8401

Eastern New York Correctional  
Facility  
Box 338  
Napanoch, NY 12458-0338  
(845) 647-7400

Groveland Correctional Facility  
Route 36, Sonyea Road  
Sonyea, NY 14556-0001  
(585) 658-2871

Upstate Correctional Facility  
P.O. Box 2000  
Malone, NY 12953  
(518) 483-6997

Bedford Hills Correctional Facility  
247 Harris Road  
Bedford Hills, NY 10507-2499  
(914) 241-3100

Elmira Correctional Facility  
Box 500  
Elmira, NY 14902-0500  
(607) 734-3901

Mid-State Correctional Facility  
P.O. Box 216  
Marcy, NY 13403-0216  
(315) 768-8581

Wende Correctional Facility  
P.O. Box 1187  
Alden, NY 14004-1187  
(716) 937-4000

Clinton Correctional Facility  
P.O. Box 2000  
Dannemora, NY 12929  
(518) 492-2511

Fishkill Correctional Facility  
Box 307  
Beacon, NY 12508  
(845) 831-4800

Mohawk Correctional Facility  
P.O. Box 8450  
6100 School Road  
Rome, NY 13440  
(315) 339-5232

Woodbourne Correctional Facility  
Riverside Drive  
Woodbourne, NY 12788  
(845) 434-7730

Collins Correctional Facility  
P.O. Box 490  
Collins, NY 14034-0490  
(716) 532-4588

Five Points Correctional Facility  
Caller Box 400  
Romulus, NY 14541  
(607) 869-5111

Shawangunk Correctional Facility  
P.O. Box 750  
Walkkill, NY 12589-0750  
(845) 895-2081

**NEW YORK STATE DEPARTMENT OF HEALTH****MAIL THE COMPLETED APPLICATION TO THE HOSPITAL OR VETERANS HOME WHERE YOU WISH TO BE EMPLOYED.**

Helen Hayes Hospital  
Route 9W  
West Haverstraw, NY 10993  
(845)786-4000  
Attention: Human Resources Department

New York State Veterans Home at Oxford  
4211 State Highway 220  
Oxford, NY 13830-4305  
(607) 843-3121  
Attention: Human Resources Department

New York State Veterans Home at St. Albans  
178-50 Linden Blvd  
Jamaica, NY 11434-1467  
(718) 481-6268  
Attention: Human Resources Department

New York State Veterans' Home at Batavia  
220 Richmond Avenue  
Batavia, NY 14020  
(585) 345-2000  
Attention: Human Resources Department

New York State Veterans Home at Montrose  
2090 Albany Post Road  
Montrose, NY 10548-1454  
(914) 788-6000  
Attention: Human Resources Department

**NEW YORK STATE EDUCATION DEPARTMENT****MAIL THE COMPLETED APPLICATION TO THE SCHOOL WHERE YOU WISH TO BE EMPLOYED.**

NYS School For The Blind  
2A Richmond Avenue  
Batavia, NY 14020  
(585) 343-5384

NYS School For The Deaf  
401 Turin Street  
Rome, NY 13440  
(315) 337-8400

**INFORMATION FOR CANDIDATES**

**NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER:** It is the policy of the state of New York to provide for and promote equal opportunity in employment, compensation, and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

**ELIGIBILITY FOR EMPLOYMENT:** 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.

**REASONABLE ACCOMMODATIONS IN TESTING:** It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487 [press 2, then press 2]. Outside of the Albany area, call toll free at 1-877-697-5627 [press 2, then press 2]. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

**NEW YORK STATE RESIDENCE IS NOT REQUIRED FOR MOST POSITIONS:** However, you must be eligible for employment in the United States.

**CONTINUOUS RECRUITMENT/ELIGIBLE LISTS:** Candidates who meet the qualifications and pass this examination will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for two years. Appeal of ratings will not be allowed as the opportunity for retest exists. The Department of Civil Service reserves the right to terminate this special recruitment program.