



Notice of Examination

Bridge and Tunnel Officer, Exam No. 5606

Application Deadline

October 21, 2014

Type of Test:

Multiple-Choice

Application Fee:

(Non-Refundable)

\$47.00

Test Date:

(subject to change)

Saturday, March 7, 2015

JOB DESCRIPTION

Bridge and Tunnel Officers, under supervision, perform various duties concerned with vehicular traffic on the bridge and tunnel facilities of MTA Bridges and Tunnels in New York City. They collect tolls; resolve problems in E-Z Pass traffic lanes; interact with customers and provide assistance, such as giving travel directions and traffic information; help stranded motorists; direct traffic and clear traffic lanes on bridges, in tunnels, and on toll plazas; remove snow and assist in general maintenance work; patrol structures and roadways; perform security duties; drive various types of motor vehicles; complete forms and reports; respond to traffic emergencies and administer first aid to injured motorists; issue summonses, make arrests and perform other law enforcement functions, such as testifying in court or at administrative hearings, and communicating with law enforcement officials; serve as Peace Officers; learn and apply Vehicle and Traffic Laws, Penal Law, Criminal Procedure Law, and MTA Bridges and Tunnels rules and regulations; know and enforce rules concerning transportation of hazardous materials, and assist at accidents involving hazardous materials; perform various administrative duties; occasionally supervise other employees; and perform related work.

Some of the physical activities performed by Bridge and Tunnel Officers and environmental conditions experienced are: lifting and carrying heavy objects, climbing onto and off of structures and vehicles, shoveling snow and removing debris from the roadways; providing emergency assistance to motorists involved in traffic accidents; understanding verbal communication and being able to communicate clearly over the radio with background noise; reading and writing under low light conditions; working outdoors in all weather conditions; walking and/or standing in an assigned area during a tour; sitting in a patrol car; and may be physically active for prolonged periods of time. They must often deal with highly stressful situations while remaining calm and courteous.

Special Working Conditions: Bridge and Tunnel Officers may be required to work various shifts including nights, Saturdays, Sundays, and holidays and may include mandatory overtime.

(This is a brief description and does not include all of the duties of this position.)

SALARY AND BENEFITS

The current minimum salary for Bridge and Tunnel Officers is \$34,903 per annum increasing to \$41,062 after eleven weeks of training. Incumbents will receive salary increments, reaching \$65,037 per annum after completion of five years of employment. These rates are subject to change. The benefits of this position include night salary differentials, paid holidays, vacations, sick leave, a comprehensive medical plan, contributions by MTA Bridges and Tunnels to the pension and welfare funds, and an annual uniform allowance.

HOW TO QUALIFY

Education Requirement: By the **date of appointment**, you must have a four-year high school diploma or its educational equivalent.

High school education must be approved by a State's Department of Education or a recognized accrediting organization.

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. You will receive instructions from MTA Bridges and Tunnels during the pre-employment screening process regarding the approved evaluation services that you may use for foreign education.

You may be given the 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

Minimum Age Requirement: You must have attained age 18 to be appointed as a Bridge and Tunnel Officer. If you are too young for appointment on the date the list is terminated, you will have no further opportunity for appointment from the list.

Driver License Requirement: At the time of appointment, you must possess:

1. A Class B Commercial Driver License (CDL) valid in the State of New York with an A3 restriction and endorsements for air brakes and tow truck. Your CDL cannot have any disqualifying restrictions that would preclude the performance of the duties of this title; or
2. A motor vehicle Driver License valid in the State of New York.

The CDL described in "1" above must be maintained for the duration of your employment.

If you qualify under "2" above, your appointment will be subject to the receipt of the CDL described in "1" above within 12 months of appointment as a condition of further employment. MTA Bridges and Tunnels will conduct a special training course for appointees who need to obtain the CDL described in "1" above, including providing class work towards obtaining a Class B Commercial Driver License Learner's Permit and sponsoring one road test. If you fail to obtain the required CDL described in "1" above within 12 months of your appointment, and/or fail to maintain the CDL described in "1" above for the duration of your employment, your employment will be terminated.

All applicants for this examination must provide proof of residence in the State for which the license and/or permit was issued. If you have moving violations, license suspension(s) or an accident record, you may be disqualified.

Medical and Psychological Assessment: Medical and psychological guidelines have been established for the position of Bridge and Tunnel Officer. You will be examined to determine whether you can perform the essential functions of the position of Bridge and Tunnel Officer. Additionally, you will be expected to continue to perform the essential functions of the position of Bridge and Tunnel Officer throughout your careers, and may, therefore, be medically and psychologically tested periodically throughout your career. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take these medical and psychological examinations, and/or to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening test in order to be appointed. All eligibles for Bridge and Tunnel Officer will be drug tested prior to appointment as part of a pre-employment screening process. Bridge and Tunnel Officers may again be drug and/or alcohol tested on a random basis throughout their career. Any officer found in possession of, or using illegal drugs will be subject to disciplinary charges which may result in termination.

Physical Test: You will be required to pass a qualifying physical test prior to appointment to this position.

Citizenship Requirement: You must be a citizen of the United States by the date you are appointed to this position.

(Continued)

REQUIREMENTS TO BE APPOINTED (continued)

Character and Background: Proof of good character and satisfactory background will be absolute prerequisites to appointment. The following are among the factors which would ordinarily be cause for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition towards violence or disorder, or which is punishable by one or more years of imprisonment; (b) repeated convictions of an offense, where such convictions indicate a disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior or an inability to adjust to discipline; (d) dishonorable discharge from the Armed Forces; and (e) conviction for petit larceny. In accordance with provisions of law, persons convicted of a felony or domestic violence misdemeanor are not eligible to appointment to the title of Bridge and Tunnel Officer.

Residency Requirement: You must be a resident of the State of New York by the date you are appointed to this position.

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 the City of New York.

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 FORM

Application: Make sure that you follow all instructions included with your *Application*, including payment of fee. Save a copy of the instructions for future reference.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the requirements in the "How to Qualify" section, you may apply by internet or mail. Applications will **not** be accepted in person.

Online Applications:

1. Apply using <http://mta.info/nyct/hr/appexam.htm> by the last day of the application period.
2. A major credit card or a bank card associated with a bank account must be used when applying online.
3. You will be given a confirmation number after you submit your *Application* and pay the application fee. Applicants who request a fee waiver **must** apply by mail.

Applications by Mail must:

1. Include all of the required forms, as indicated in the "Required Forms" section above.
2. Be postmarked by the last day of the application period.
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 MTA New York City 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, and the exam title and 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

Filing Opened: October 1, 2014

ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the first 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). A paper copy of the *Admission Letter* is your ticket for admission to the test.

THE TEST

You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions which require any of the following abilities:

Written Comprehension: understanding written sentences and paragraphs.

Written Expression: using English words or sentences in writing so that others will understand.

Memorization: remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information.

Problem Sensitivity: being able to tell when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem.

Number Facility: adding, subtracting, multiplying and dividing quickly and correctly.

Mathematical Reasoning: being able to understand and organize a problem and then to select a mathematical method or formula to solve it.

Deductive Reasoning: applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense.

Inductive Reasoning: combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together.

Information Ordering: following correctly a rule or set of rules of actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.

Spatial Orientation: determining where you are in relation to the location of some object or to tell where the object is in relation to you.

Visualization: imagining how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out.

Veterans' or Disabled Veterans' Credit will be granted only to eligible passing candidates who request that such credit be applied. 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. Claims for Veterans' or Disabled Veterans' Credit cannot be made once the eligible list is established.

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

Leaving: You must leave the test site once you finish the multiple-choice test. If you leave the test site after being fingerprinted, but before leaving the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

THE TEST (continued)

Required Identification: You are required to bring (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. If you do not have an acceptable ID, you may be denied testing. Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

THE TEST RESULTS

If you 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 Opportunities: Employees in the title of Bridge and Tunnel Officer are accorded the opportunity to be promoted to the title of Bridge and Tunnel Sergeant (TBTA).

Investigation: You will be investigated prior to appointment and must pay a fee of \$75.00 for fingerprint screening. At the time of investigation and at the time of appointment, candidates must present originals or certified copies of all documents and proof, including, but not limited to, proof of date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and proof of any military service and proof of educational requirements. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

Probationary Period: The probationary period for this title is 18 months. You will be required to complete initial training, pass the firearms test, and meet disciplinary and performance standards throughout the probationary period.

Peace Officer Training: You must successfully complete a course of Peace Officer training, which includes instruction in deadly physical force and the use of firearms and other weapons, and will be required to carry a firearm on duty if a particular assignment requires it. Firearms qualification tests will be administered annually to determine qualification.

Firearms Qualification: You must qualify and remain qualified for firearms usage and possession as a condition of employment for the duration of your career. The ability to qualify, and remain qualified, in the use of firearms is essential for Bridge and Tunnel Officers. Firearms qualification tests will be administered once per year. Failure to qualify and remain qualified for firearms usage and possession may result in termination.

SPECIAL ARRANGEMENTS

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with your *Application* and mail your request to the address found in the "Correspondence" section below no later than 30 days prior to the scheduled test date.

(Continued)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

SPECIAL ARRANGEMENTS

Make-Up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. Compulsory attendance before a public body;
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
3. Absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
4. Absence due to ordered military duty;
5. A clear error for which the examining agency is responsible; or
6. A temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, mail your request with your documentation of special circumstances to the address found in the "Correspondence" section below within one week of your scheduled test date.

CORRESPONDENCE

All correspondence, including the submission of your *Application*, must be sent to the following address:

Bridge and Tunnel Officer, Exam No. 5606
c/o MTA New York City 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.



BRIDGES AND TUNNELS

180 Livingston Street, Room 4070
Brooklyn, New York 11201

EXAM APPLICATION FORM

FOLLOW DIRECTIONS ON NEXT PAGE

Fill in all requested information clearly, accurately, and completely. 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.

FOR OFFICE USE ONLY

Applid ->		Date:
-Inc	Prccd By:	Date:
- M.O.	Prccd By:	Date:
- Wvd	Prccd By:	Date:
Batch #	Prccd By:	Date:



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F O R M I D H R - E M P - 7 1 7

1. SOCIAL SECURITY #: --

2. EXAM #: **5606** 3. EXAM TITLE: **BRIDGE AND TUNNEL OFFICER**

4. EXAM TYPE: **OPEN COMPETITIVE**

5. FIRST NAME: 7. MIDDLE INITIAL:

6. LAST NAME:

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. NYCT and MaBSTOA 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:
- White
 - Black
 - Hispanic
 - American Indian/Alaskan Native
 - Asian/Pacific Islander

16. SEX:
- Male
 - Female

Read the Special Circumstances instructions to be awarded these Special Accommodations:

- 17. Alternate test date for religious observance
- 18. Accommodation for Disability
- 19. Veteran's and/or legacy credits

20. E-MAIL ADDRESS:

21. 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 New York City Transit, Manhattan and Bronx Surface Transit Operating Authority 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.

Read the Notice of Examination carefully before completing the application form to ensure that you meet the qualifications and eligibility requirements. **MTA Bridges and Tunnels 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. AND EXAM TITLE	A 9-digit Social Security Number is required. Refer to the Notice of Examination prior to filling in the exam number and exam title.
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 17-19 SPECIAL CIRCUMSTANCES	Please see the " Special Circumstances " form on how to request Religious Observance or disability related Special Accommodations. The " Special Circumstances " form also provides information on how to request Veteran's and other credits and how to change your address.
BOX 20 E-MAIL ADDRESS	Enter your e-mail address if you have one.
BOX 21 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 "Required Forms" section 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. If you are applying on-line, the fee will be collected by credit/debit card if you are not an employee or by payroll deduction if you are an employee. If you are paying by mail, your money order should be 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 (Open-Competitive Exams Only)

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 Bridges and Tunnels 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

You may apply on-line for this exam.

You may apply by mail for this exam by mailing our 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 Bridges and Tunnels, 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 come to the MTA Exam Information Center at 180 Livingston Street, Brooklyn, NY 11201.



Bridges & Tunnels

180 Livingston Street, Room 4070
Brooklyn NY, 11201

SPECIAL CIRCUMSTANCES Directions for submission of requests

Note: **These directions are designed to assist you in completing Section 17 through 19 on the APPLICATION FOR EXAMINATION form and to inform employees how to notify us of a CHANGE OF ADDRESS. You may include your religious observance, disability, temporary disability or Veterans' Credits requests with your completed application form(s) if you provide the correct supporting documentation when you submit your application.**

(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 30 days prior to the scheduled test date.

The request must include:

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

If you are submitting your request after you applied, please mail it to: **MTA Bridges and Tunnels, Attn: (Insert Exam Title and Exam Number) - SABBATH, 180 Livingston Street, Room 4070, Brooklyn, NY 11201.**

(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 days 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.

If you have a **temporary disability, pregnancy-related, or child-birth-related condition** which prevents you from taking the exam on the date that it is scheduled, you may request a make-up exam by submitting a request to the address listed below, either in person or by mail (postmarked), no later than one week following close of the application period, or, if the temporary disability, pregnancy-related, or child-birth-related condition arises after that date, then within one week following the occurrence. In addition to the information specified above, the request must include **original medical documentation** signed by an appropriate, licensed doctor specifying **1)** the nature of the condition, **2)** the duration of the condition, **3)** the functional limitations of the condition, and **4)** why the condition prevents you from taking the exam as scheduled. Where appropriate and practicable, MTA Bridges and Tunnels may provide an alternative form of accommodation, such as an alternative exam site.

If you are submitting your request after you applied, please mail it to: **MTA Bridges and Tunnels, Attn: (Insert Exam Title and Exam Number) – SP ACCOM, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

SPECIAL CIRCUMSTANCES
Directions for submission of requests
(C) VETERANS' / DISABLED VETERANS' CREDIT:

For Veterans' or Disabled Veterans' Credit you must meet the following requirements:

1. Be a resident of New York State at the time of list establishment; **and**
2. Be a United States citizen or an alien lawfully admitted for permanent residence; **and**
3. 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**
4. 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:

<u>Armed Forces of the United States during:</u> 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)	O R	<u>You must have received the armed forces expeditionary medal, navy expeditionary medal, or the marine corps expeditionary medal for Hostilities in:</u> Lebanon (Jun 1, 1983 - Dec 1, 1987); or Grenada (Oct 23, 1983 - Nov 21, 1983); or Panama (Dec 20, 1989 - Jan 31, 1990).
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For Disabled Veterans' Credit, in addition to 1, 2, 3, and 4, 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.

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.

If you are submitting your request after you applied, please mail it to: **MTA Bridges and Tunnels, Attn: (Insert Exam Title and Exam Number) – VETCRD, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**



Bridges & Tunnels

180 Livingston Street, Room 4070
Brooklyn NY, 11201

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 Bridges and Tunnels, Attn: (Insert Exam Title and Exam Number) – LEGCRD, 180 Livingston Street, 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 Bridges and Tunnels
Attn: (Insert Exam Title and Exam Number)
180 Livingston Street, Room 4070
Brooklyn NY, 11201**

REQUEST FOR AN MTA BRIDGES AND TUNNELS 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:

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 who have served on full-time active duty, other than reserves and/or training.

You must complete a separate "REQUEST FOR AN MTA BRIDGES AND TUNNELS 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...

A) an individual who is unemployed.

B) an individual who is receiving Supplemental Security Income (SSI) payments.

C) an individual who is receiving Medicaid benefits.

D) an individual who is receiving Public Assistance in the form of Temporary Assistance for Needy Families (TANF)/Family Assistance or Safety Net Assistance.

E) a participant certified eligible for a Workforce Investment Act program through New York City's Workforce1 Career Centers.

F) 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.

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



REQUEST FOR AN MTA BRIDGES AND TUNNELS 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 BRIDGES AND TUNNELS 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 BRIDGES AND TUNNELS 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 Bridges and Tunnels, 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 Bridges and Tunnels will not accept applications in person from candidates, unless otherwise instructed by MTA Bridges and Tunnels 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 Bridges and Tunnels once the filing period has closed, nor will they be permitted to take the test on the date scheduled.