

Exam Number _ _ _ _

Your Social Security Number _ _ _ / _ _ / _ _ _ _



New York City Transit

MaBSTOA

(Manhattan and Bronx Surface Transit Operating Authority)

P. O. Box 24463

Brooklyn, NY 11202-4463



Bus Company

FOR OFFICE USE ONLY

RATING _____

NQ CODE _____

RATER(S) _____

CME _____

EDUCATION AND EXPERIENCE TEST PAPER (EETP)

To qualify for this exam, you must have either graduated from a vocational high school with a specialty in automotive maintenance or have two years work experience in automotive maintenance. If you file an application and are found not qualified, your fee will not be refunded.

Exam Type: OPEN COMPETITIVE

Exam Title: CLEANER/MAINTAINER'S HELPER

READ THIS SECTION CAREFULLY BEFORE COMPLETING THIS FORM

This test is based upon your education and experience. To obtain appropriate credit, you must complete this form accurately. **If you need more space, attach additional sheets, using the format specified here.** Be sure to include your social security number and the exam number on each attached sheet.

If information is missing, illegible, 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 attach your resume. Resumes will not be rated. Do not write your name anywhere on this EETP.

SHADED COLUMNS ARE FOR MaBSTOA AND MTA BUS COMPANY USE ONLY



SECTION A - EDUCATION

Section A.1 - FOREIGN EDUCATION EVALUATION

In order for foreign education to be rated, it must be evaluated by an evaluation service approved by MaBSTOA and MTA Bus Company. 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:

- I am having an evaluation of my foreign education submitted directly to MaBSTOA and MTA Bus Company by an approved evaluation service.
- I wish to use an evaluation of my foreign education which was previously submitted directly to MaBSTOA and MTA Bus Company by an approved evaluation service.

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Section A.2 - HIGH SCHOOL OR HIGH SCHOOL EQUIVALENCY

CHECK THE HIGHEST GRADE OR YEAR OF HIGH SCHOOL (HS) COMPLETED: 8 9 10 11 12

Did you graduate HS? Yes _____/_____/_____ No - Dates of HS attendance: From _____/_____/_____ To _____/_____/_____

Name of High School: _____ USA Foreign

High School located in the State of: _____ Country of: _____

Do you have a GED? Yes _____/_____/_____ No Name of Agency issuing GED: _____

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

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Section A.3 - TRADE SCHOOL OR VOCATIONAL HIGH SCHOOL

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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

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.)

Section A.4 – UNDERGRADUATE EDUCATION

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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.)

Section A.5 – GRADUATE EDUCATION

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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 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	Employment: From: _____/_____/_____ To: _____/_____/_____ Total Time: _____/_____/_____ <div style="text-align: center; font-size: small;"> Month Year Month Year Year(s) Month(s) </div>
Job Title: _____ Other name of your Job Title, if any: _____	
No. of Hrs. Worked per Week _____ Starting Salary \$ _____ per _____ Last Salary \$ _____ per _____	
If employed with New York City or State, was this appointment: (check or fill in <u>only one</u>) Permanent Provisional Other _____ (please specify)	
Name of Employer: _____	
Address of Employer: _____	
Title of Immediate Supervisor _____ Nature of Employer's Business _____	
If you <u>directly</u> supervised staff, enter job title(s) and number of people: _____	
If you <u>indirectly</u> supervised staff, enter job 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%

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BOX 3	Employment: From: ____/____/____ To: ____/____/____ Total Time: ____/____/____ <small>Month Year Month Year Year(s) Month(s)</small>	FOR MaBSTOA AND MTA BUS COMPANY USE ONLY	
Job Title: _____ Other name of your Job Title, if any: _____			
No. of Hrs. Worked per Week _____ Starting Salary \$ _____ per _____ Last Salary \$ _____ per _____			
If employed with New York City or State, was this appointment: (check or fill in only one) Permanent Provisional Other _____ <small>(please specify)</small>			
Name of Employer: _____			
Address of Employer: _____			
Title of Immediate Supervisor _____ Nature of Employer's Business _____			
If you directly supervised staff, enter job title(s) and number of people: _____			
If you indirectly supervised staff, enter job 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%	

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.

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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 MaBSTOA AND MTA BUS COMPANY 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 MaBSTOA AND MTA BUS COMPANY USE ONLY</p>
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SECTION E – SUBMISSION CHECKLIST

(optional)

- Yes, my social security number and exam number is 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 1 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 drivers license (if the position requires a drivers license).