

Verification of Employment Eligibility
under Civil Service Law, Section 55-a

Instructions:

- Step 1 Local Civil Service Agency/Personnel Officer completes top of form and sends it with job specification to appropriate ACCES/CBVH district office.
- Step 2 ACCES/CBVH district office conducts a review of the candidate's eligibility, qualification for the job, job duties and site; makes determination on appropriateness of the proposed employment; completes designated portions of form and returns it.
- Step 3 Local Civil Service Agency/Personnel Officer makes determination of approval or nonapproval.

1. To Be Completed by Local Civil Service Commission/Personnel Officer

Candidate Name	
Address	Street
City	State ZIP
Social Security Number	Telephone/TTY
Job Title	Employer (if any)
Employer Contact	Telephone
Return to:	

Title

Signature

Date

2. To Be Completed by ACCES / CBVH

- A. Based on a review of this candidate's records and other relevant information, it is determined that:
- The candidate is eligible for consideration for appointment under Section 55-a because he/she has a disability within the meaning of the law.
 - The candidate is not eligible.
- B. Based on a review of this candidate's disability, medical history, qualification, and job requirements, we find that:
- This candidate is qualified to perform the essential job duties of the position.
 - This candidate is not qualified to perform the essential job duties of this position.
- C. We recommend listed job modifications/accommodations:
- None
- Specify: _____

Agency-ACCES / CBVH Address:

Title

Signature

Date