

SUPPLEMENTAL INFORMATION FOR APPLICANTS

Applicants should retain a copy of pages 6 and 7 for their records.

Additional Testing Required for Certain Positions: Physical/Medical examinations and/or drug and alcohol tests may be required for certain positions. Failure to participate in any required examinations and/or tests will negatively affect your employment eligibility and/or status.

Former State or Local Government Retirees: Section 150 of the Civil Service Law of New York State prohibits retired state or local employees from being rehired by the state or a political subdivision and receives pension benefits while employed. Applicants who are receiving service retirement benefits from New York State, Municipal or Political Subdivision Retirement System must have approval under Section 211 or 212 of the Retirement and Social Security Law to protect their current service benefits.

Post-Employment Restrictions: Post-employment restrictions apply to all State Officers and Employees subject to Public Officers Law Section 73. They apply to part-time and seasonal employees, and apply equally regardless of the duration of employment while with New York State. For the two year period immediately following separation from State service, former State Officers and Employees are prohibited from:

- a. Appearing or practicing, regardless of compensation, before their former agency, **and**
- b. Receiving compensation on behalf of a client in relation to a matter before their former agency.

State Officers and Employees may also be subject to a “**reverse two-year bar**” that requires State officers and employees to recuse themselves from matters involving their former private sector employers for two years after entering State service.

The “**lifetime bar**” prohibits a former State Officer or Employee from providing services, regardless of compensation, and from rendering services for compensation, in relation to any case, proceeding, application or transaction with respect to which the former employee was directly concerned and in which he or she personally participated or which was under his or her active consideration while in State service.

Terms and Conditions of Employment

If I accept an offer of employment, I agree to the following: adhering to the Justice Center for the Protection of People with Special Needs' Code of Conduct, and acknowledging adherence annually; treating patients with kindness and consideration; reporting improper treatment of patients; following established rules and regulations; working any assigned shift on any day, including overtime as necessary; taking necessary immunization against contagious diseases; applying for and obtaining an NPI number where required; and permitting the inspection of my belongings and containers by proper facility authorities, when deemed appropriate.

The New York State Justice Center for the Protection of People with Special Needs (Justice Center) maintains a statewide register known as the Staff Exclusion List (SEL) which contains the names of individuals found responsible for serious or repeated acts of abuse and neglect in facilities under the jurisdiction of the Justice Center. Individuals on the Staff Exclusion List (SEL) are prohibited from having regular and substantial contact with a person receiving services from any such provider, which includes most OMH programs, as well as other human services providers. Prospective employees whose names appear on the SEL as having been found responsible for serious or repeated acts of abuse or neglect will be barred from appointment by OMH for employment in a direct care position and may have their names removed from the eligible list(s) for these title(s). If, at any point in your employment with OMH, you are placed on the SEL list you will not be able to provide future care to patients of those OMH programs or obtain employment as a care provider in any facility under the jurisdiction of the Justice Center. More information about the programs under the jurisdiction of the Justice Center and the SEL is available on the Justice Center's website at www.justicecenter.ny.gov.

Name: _____

I understand that in order to be eligible for initial appointment and to maintain my employment, I 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 I am 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) I understand I may be terminated from my employment.

For positions requiring professional licensing and registration for appointment, continued employment in the position is dependent upon maintaining current licensure and registration with New York State. I understand that loss of licensure and/or current registration may result in removal from employment.

Signature

Date

Personal Privacy Law Notification

The information you are providing on this application is requested by the Office of Mental Health for the purpose of determining eligibility for initial employment and continued employment and in administering employee benefit programs. This information will be maintained by Central Office Personnel Services or in the facility personnel office where you are applying for employment. This information is collected and maintained pursuant the Civil Service Law and Article 6-A of Public Officers Law. Failure to provide the requested information may hinder your possible hiring and the subsequent administration of your employee benefits.

Name: _____