



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #10-07-OPE (This Policy Bulletin Replaces PB #09-56-OPE)

### REVISIONS TO THE NOTICE OF JOB INTERVIEW (EXP-85K)

<p><b>Date:</b> February 3, 2010</p>	<p><b>Subtopic(s):</b> Mailing</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>See <a href="#">PD #09-48-EMP</a> for further information about Job Training Program (JTP) stimulus assignments.</p>	<p><b>Revisions to the Original Policy Bulletin:</b></p> <p>This policy bulletin has been revised to inform Job Center staff that the variable text has been removed from the following fields on the Notice of Job Interview (<b>EXP-85K</b>):</p> <ul style="list-style-type: none"> <li>• Title;</li> <li>• Employment Tenure;</li> <li>• Salary; and</li> <li>• Location</li> </ul> <p><b>Purpose:</b></p> <p>An upcoming mailing will be conducted by Management Information Systems (MIS) to inform select Cash Assistance (CA) participants of a new Job Training Program (JTP) offering paid temporary employment opportunities. The mailing will consist of Form <b>EXP-85K</b> and the Pre-Employment Form (<b>DSS-800.1</b>).</p> <p>Form <b>EXP-85K</b> provides the date, time, and location of the pre-selection screening. The form also identifies the documents that a participant is required to bring to the screening (e.g., résumé, high school diploma or General Equivalency Diploma [GED]). The list of required documentation includes Form <b>DSS-800.1</b>, which must be completed and signed by the participant.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

Form **EXP-85K** indicates the contact person and telephone number for the participant to call to confirm his/her attendance at the pre-selection screening interview. Failure of the participant to report to the appointment will result in the loss of a job opportunity.

Participants hired for this job opportunity will have their CA cases rebudgeted by Parks Job Center staff to reflect their employment income.

A sample of the form is attached.

*Effective Immediately*

**Related Item:**

[PD #09-48-EMP](#)

**Attachments:**

<b>EXP-85K</b>	Notice of Job Interview (Rev. 2/1/10)
<b>EXP-85K (S)</b>	Notice of Job Interview (Spanish) (Rev. 2/1/10)

☞ Please use Print on Demand to obtain copies of forms.

Date: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Case Name: \_\_\_\_\_  
Worker's Name: \_\_\_\_\_  
Worker's Telephone Number: \_\_\_\_\_  
Title: \_\_\_\_\_  
Employment Tenure: \_\_\_\_\_  
Salary: \_\_\_\_\_  
Location: \_\_\_\_\_

### Notice of Job Interview

Congratulations! You have been selected by the New York City Human Resources Administration (HRA) for possible appointment to the position of Job Training Participant. The positions are located throughout the City.

Please report for a pre-selection screening as follows:

Appointment Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Travel Directions: \_\_\_\_\_  
(Located on John Street between Pearl and Water Streets)

Please bring the following items with you to the interview:

- Two working pens with black ink and this notice.
- The enclosed form **DSS-800.1** completed with your signature on the reverse side.
- Current résumé that lists and describes your current job and all previous jobs.
- High school diploma, GED, and/or any professional certificates.
- Government-issued valid picture ID (e.g., New York State Driver's License, New York State Non-driver's ID, HRA EBT card).
- Social Security card.
- Alien Registration Card, if you are a legal permanent resident.
- Letter of disposition for each crime for which you were convicted. You must also disclose the circumstances surrounding any indictment or criminal conviction.
- Letter of recommendation from your current WEP Supervisor.

**You must arrive promptly, bring all requested documents, and dress in professional attire. Please be prepared to spend the entire day; you must be present for the whole session. Do not bring anyone with you.**

**Contact Ms. M. Jefferson at (212) 835-7104 to confirm you will be attending and if you have any questions.**

Fecha: \_\_\_\_\_  
Número del Caso: \_\_\_\_\_  
Nombre del Caso: \_\_\_\_\_  
Nombre del Trabajador: \_\_\_\_\_  
Número de Tel. del Trabajador: \_\_\_\_\_  
Cargo: \_\_\_\_\_  
Duración del Empleo: \_\_\_\_\_  
Salario: \_\_\_\_\_  
Ubicación: \_\_\_\_\_

### Aviso de Entrevista de Trabajo

¡Felicitaciones! Usted ha sido seleccionado(a) por la Administración de Recursos Humanos de la Ciudad de Nueva York (New York City Human Resources Administration – HRA) para el posible empleo de Participante de Capacitación Laboral. Los trabajos están ubicados en toda la Ciudad.

Por favor preséntese a una preevaluación según se indica:

Fecha de la Cita: \_\_\_\_\_ Hora: \_\_\_\_\_  
Dirección: \_\_\_\_\_  
Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_  
Indicaciones de Viaje: \_\_\_\_\_  
(Ubicado en John Street entre Pearl y Water Street)

Por favor traiga consigo a la entrevista los siguientes documentos:

- Dos lapiceros en estado de funcionamiento de tinta negra y este aviso
- El adjunto formulario **DSS-800.1** llenado con su firma al reverso
- Currículo actual que liste y describa su trabajo actual así como todos sus trabajos anteriores
- Diploma de Secundaria (High School), GED, y/o cualquier certificado profesional
- Identificación válida con foto expedida por el gobierno (p.ej., Licencia de Conducir del Estado de Nueva York, Identificación de No Conductor del Estado de Nueva York, tarjeta de EBT de HRA)
- Tarjeta de Seguro Social
- Tarjeta de Registro de Extranjero, si es residente permanente legal
- Carta de sentencia para cada delito por el cual haya sido condenado. Además, usted tiene que revelar las circunstancias pertinentes a cualquier arresto, acusación o condena.
- Carta de recomendación de parte del empleador actual de WEP

**Usted tiene que presentarse a tiempo, y traer todos los documentos solicitados y vestirse con atuendo profesional. Por favor anticipe pasar todo el día en la sesión. Usted tiene que estar presente durante toda la sesión. No traiga a nadie consigo.**

**Comuníquese con Ms. M. Jefferson al (212) 835-7104 para confirmar si piensa asistir y si tiene cualquier pregunta.**