

EMPLOYMENT CENTER INSTRUCTIONS

PLEASE ARRIVE PROMPTLY AT YOUR DESIGNATED TIME

To reduce the spread of COVID-19, all candidates are required to wear face mask or covering and may be required to have their temperature checked prior to entering NYCT premises. If you fail to comply you will be denied access to our premises and not be allowed to participate in the hiring process. Thank you for understanding that EVERYONE's safety is of paramount importance and taking the necessary precautions.

You must complete an Online Health Questionnaire the day before your appointment. Click on this link to view and answer the questions: <https://forms.gle/XJR6u6G5kHEdePM87>

BUSINESS CASUAL ATTIRE IS REQUIRED AND YOU SHOULD BRING THE FOLLOWING ITEMS (A-I) IF APPLICABLE:

A. ONE ORIGINAL DOCUMENT FROM EACH OF THE TWO GROUPS BELOW:

GROUP #1

* U.S. BIRTH CERTIFICATE
* VALID U.S PASSPORT
RESIDENT ALIEN CARD

GROUP #2

* VALID DRIVERS' LICENSE * PUBLIC ASSISTANCE ID
* VALID NON-DRIVERS ID * EMPLOYMENT ID

B. ORIGINAL SOCIAL SECURITY CARD

C. THE EMAIL AND/OR TEXT TO CONFIRM YOUR APPOINTMENT

D. BALL POINT PEN (BLUE OR BLACK INK).

E. DRIVERS' LICENSE-VALID NEW YORK STATE

- If you have or had an out of state Drivers' License within the last three years you must bring an abstract/ driver's record with you. This document cannot be more than 30 days old.
- (See Job Description for further information of position with drivers' license requirements.)

F. HIGH SCHOOL DIPLOMA OR G.E.D (IF REQUIRED).

G. IF YOU CLAIMED VETERAN'S CREDITS, BRING IN DD214 (DISCHARGE PAPER).

H. IF YOU CLAIMED DISABILITY CREDITS, BRING IN THE DISABILITY LETTER FROM THE VETERANS ADMINISTRATION.

I. IF YOU CLAIMED LEGACY CREDITS, BRING IN 9/11 LEGACY CREDIT LETTER FROM EITHER THE FDNY OR NYPD.

Depending upon the title for which you are being considered, a medical assessment may be required. This medical may require the following:

- Vision Testing. If corrective lenses are necessary, bring to the exam.

(If you applied for Conductor or Train Operator and wear contact lenses, glasses are also required.)

- Hearing test. If hearing aids are used, bring to exam.
- Documentation of all medications currently being used.
(If currently on medication, take as prescribed on day of examination.)

**FOR FURTHER INFORMATION, CALL MTA NYCT EMPLOYMENT OPERATIONS AT (347) 643-7413.
MONDAY-FRIDAY (9:00AM-5:00PM)**