

Temporary Position Supplement Form

Your name: _____
(Please print)

Day Time Phone #: _____

Email: _____

The most common temporary positions within the Department are for **Tax Information Aides**. These positions generally answer incoming telephone calls to elicit information from callers. Generally, these positions are full-time Monday-Friday with 7.5 hour work days, typically either 9:00 am-5:00 pm or 8:30 am-4:30 pm. On occasion, the Department may also have a need to fill **Laborer** positions or **Clerical Support** positions. Please provide information regarding your skills and abilities regarding these positions.

I am interested in being considered for:

Call Center Representative Clerical Support Laborer* Full Part Time (50%)

Time Indicate your level of education:

High School Some College Associate's Degree Bachelor's Degree or higher

Degree concentration/ coursework: _____

Indicate your level of computer and software knowledge and experience:

None Basic Intermediate Proficient Typing speed, if known: _____ wpm

Briefly describe any customer service skills that you have gained from past employment.

If you have fluency in language(s) other than English, and you are willing to use that skill in the course of your employment, please state language(s) here: _____

Preferred work hours: Monday-Friday 8:30am-4:30pm 9:00am-5:00pm

Sunday-Thursday 9:00am-5:00pm

Select preferred work locations: Albany Campus Latham-Wade Road Schenectady/Rotterdam (Call Center only)

How did you hear of this temporary job opportunity? Please complete below:

Family/Friend Referral State Jobs NY Website Recruitment Event-Specify Other-Specify

When would you be available to start if hired? _____

If you possess other skills that you believe are relevant for these positions, please list them here:

Do you have a family member or direct personal relationship with a Department employee? yes no

If yes, please list their name(s): _____

***For Laborer positions:** I am willing and able to perform medium to heavy physical labor (i.e. lifting 40 lbs) with or without reasonable accommodation. yes no

Do you possess a valid NYS driver's license? yes no A CDL? yes no

Return Form to: NYS Taxation & Finance 1220 Washington Ave.

ATTN: Human Resources Albany, NY 12227