

THIS SECTION IS TO BE COMPLETED BY THE APPLICANT - USE BLACK INK ONLY

This is an update of information in your personnel folder since you last completed a Personal History Questionnaire (PHQ), a Comprehensive Personnel Document (CPD) or a previous Update Personnel Document (UPD). In completing this document, if you find it necessary, you may ask to review your previously completed PHQ or CPD and any UPDs/Data Sheets in your personnel folder. **Where specified, answer YES (Y) if information has changed since you last completed PHQ/CPD/UPD(s).** For any YES answers on this document, you may be provided with information or instructions by your personnel officer or be required to complete Data Sheets or additional forms. You must complete the Employment Data Sheet (DS-10) so that your last position with the City, as well as any secondary or self-employment that you may have held, is recorded and made part of your personnel folder. You must also complete the Authorization For Release of Information (DS-12). If the position requires a driver's/trade/professional license, you must complete the Licenses Data Sheet (DS-11). Your personnel officer will provide these Data Sheets to you. To answer questions 2 and 7, read Section I of the UPD(B) Applicant Guidelines.

YES(Y) NO(N)

APPLICANT UPDATE PERSONNEL QUESTIONS:

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1. Since you last completed a Personal History Questionnaire (PHQ), Comprehensive Personnel Document (CPD) or Update Personnel Document (UPD), has your name, address, or telephone number changed?
- (a)
 (b)
 (c)
2. (a) Are you a resident of New York City; or (b) Are you a nonresident of New York City (NYC) who is required to move into NYC, or (c) Are you a nonresident of New York City (NYC) who is not required to move into NYC? To answer, you must read Section I.A in the UPD(B) Applicant Guidelines.
- (a)
 (b)
3. (a) Since you last completed a PHQ, CPD or UPD, has there been a change your eligibility to work in the United States (e.g., reissuance or requirement of reissuance of a work permit; issuance of a Resident Alien Card; naturalization)? NOTE: For employees employed on the basis of a work permit, any change in position requires a new work permit. (b) If this title requires American citizenship, are you a U.S. citizen? If American citizenship is not required, print N/A (Not Applicable) in the following space. _____ If YES, see UPD(B) Applicant Guidelines, Page 15.
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4. Since you last completed a PHQ, CPD or UPD, have you served in the Armed Forces of the United States? (You should also answer YES (Y), if you have not previously provided information on a PHQ, CPD or UPD regarding the receipt of an Expeditionary Medal for military service in Lebanon, Grenada or Panama.)
- (a)
 (b)
 (c)
5. Since you last completed a PHQ, CPD or UPD, (a) have you been convicted of an offense anywhere (see note below), and (b) are any criminal charges pending against you; (c) if, in your new position, you will be designated a Firefighter, Police Officer or Peace Officer (including Special Patrolman), have you had ANY arrests during your lifetime that did not result in a conviction? Under (c), if you will not be designated a Firefighter, Police Officer or Peace Officer (including Special Patrolman), print N/A in the following space. _____

NOTE: Offenses include felonies, misdemeanors and violations. A plea of guilty is a conviction even if you were never imprisoned, only paid a fine, were conditionally or unconditionally discharged, or received a Certificate of Relief from Disabilities. Except for Firefighter, Police Officer or Peace Officer (including Special Patrolman) applicants, you DO NOT have to disclose any material sealed, expunged, or set aside under Federal or State law, or juvenile delinquent or youthful offender adjudications. You are not considered a youthful offender just because of your age at the time of the offense. Only a court can determine youthful offender status. (If you are unsure whether you were considered a youthful offender, answer YES (Y) and provide details on Data Sheet DS-5.

A conviction record or pending criminal charges will not necessarily disqualify you from the position for which you are applying. If you list convictions or pending charges, you may state facts in favor of your employment on the Data Sheet. These facts will be considered when the investigator reviews your case.

You are responsible for listing all offenses, as outlined above, which were not stated in a previous PHQ, CPD or UPD. Do not include traffic violations. If necessary, you may request to review your previous PHQ/CPD/UPD(s).

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6. Since you last completed a PHQ, CPD or UPD, have there been any changes in your education?
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7. In addition to assuming a position for which this application is being completed, are you continuing employment with another City agency or other governmental agency or jurisdiction? To answer, you must read Section I.B in the UPD(B) Applicant Guidelines. (NOTE: If both employers are mayoral agencies, DCAS approval is required.)
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8. Are you a retiree from any retirement system administered by New York State or any of its political subdivisions (i.e., state, county, or municipality)? If YES, see UPD(B) Applicant Guidelines, Page 18.
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9. Are you being appointed to a position in a new agency and requesting a leave of absence from your permanent civil service list title? (Note: If you are changing agencies and have previously been granted such a leave of absence, you must now request a new leave from your original agency.)

AFFIRMATION:

By signing my name below, I acknowledge that my appointment or promotion depends upon my full cooperation in investigation and my meeting all applicable qualifications including medical and residency, as provided by the Civil Service Law or other applicable laws, the Personnel Rules and Regulations of the City of New York, the Notice of Examination or Class Specification, and the NYC Charter/Administrative Code/Mayoral Directive on Residence. I understand that a false statement or intentional omission of any material fact may cause me to be disqualified, even following appointment, and may lead to prosecution. I further understand that if I have been selected for appointment from a civil service list, I have the right to request that my investigation be completed before appointment. If such an investigation has not previously been requested and completed, I waive that right. I also acknowledge that my employment is subject to the satisfactory completion of any applicable probationary period.

By signing below, I affirm, under the penalties of perjury, that I have read the instructions/information on this questionnaire and Section I of the UPD(B) Applicant Guidelines including NYC Charter Section 1127, all of which are incorporated by reference and made a part of this document, I understand the requirements and conditions stated and agree to be bound by them, I have personally completed this questionnaire, and that everything I have written within is, to the best of my knowledge and belief, true and complete. IF THIS ACTION IS PAYROLLED IN THE CITY'S PAYROLL MANAGEMENT SYSTEM (PMS), I AUTHORIZE THE PAYROLL DEDUCTION OF THE REQUIRED PERSONNEL PROCESSING FEE.

SIGNATURE: _____ DATE: _____

NAME (PLEASE PRINT): _____



**CITY OF NEW YORK DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
ONE CENTRE STREET, 21ST FLOOR, NEW YORK, NEW YORK 10007
UPDATE PERSONNEL DOCUMENT (UPD)**

THIS PAGE FOR HIRING AGENCY USE ONLY- TYPE OR PRINT IN BLACK INK

I. APPLICANT NAME¹: _____
LAST FIRST M.I.

SOCIAL SECURITY NUMBER: _____

II. AGENCY REVIEW OF TPF DOCUMENTS

ATTACHMENTS: APPROVAL **PROCESSING FEE** [MARK ONE (X)] **NOT WAIVED** **WAIVED**

NO NEW CONVICTION RECORD/DEROGATORY INFO. [X] _____

PHQ/CPD/UPD/DATA SHEETS/DP-69, I-9/ DOCUMENTS ETC. SENT TO DCAS FOR REASON BELOW:

NEW[X]: _____ **PRIOR**[X]: _____ **CONVIC. RECORD**[C], **DEROGATORY INFO**[D], **BOTH**[B]: _____

PRINTS SENT TO DCAS: _____ **LAW ENFORCEMENT TITLE** [X]: _____

POSITION SUBJECT TO DOI FINGERPRINTING [X] _____

III. INFORMATION ABOUT PREVIOUS CITY EMPLOYMENT:

FOR SERVICE BREAK, DATE LAST EMPLOYED BY NYC (MUST BE LESS THAN ONE YR.-PRINT N/A IF NO BREAK): _____
(MM DD YY)

PRIOR AGENCY: _____ **PRIOR TITLE:** _____ **PRIOR TITLE CODE:** _____

PRIOR STATUS [C,J,N,L,X,U]³: _____ **CURRENT PERM. LEAVE TITLE CODE**³: _____

IV. DOES THIS POSITION REQUIRE KEYBOARD OR STENO SKILLS? YES/NO _____

If yes, tested keyboard speed _____ (wpm/keystrokes) Number of errors: _____ Pass [y/n]: _____

tested steno. speed (wpm) Number of errors: Pass [y/n]: _____

V. INFORMATION ABOUT NEW POSITION TO BE FILLED: PREAUDIT[X]: _____ **POSTAUDIT**[X]⁴: _____ **N/A**[X]²: _____

AGENCY: _____ **AGENCY CODE:** _____ **APPT. D** _____
(MM DD YY)

TITLE: _____ **TITLE CODE:** _____ **SALARY:** _____ / _____ *

*[ANNUM(A), DAY(D), HOUR(H)]

SELECTIVE CERT. ASSIGN [Y/N] **SPECIALTY** _____

LESS THAN TWENTY HOURS/WEEK [Y/N]: _____ **PROCESSING FEE WAIVED** [Y/N]: _____

VI. APPOINTMENT CATEGORY:

CIVIL SERVICE LIST (LIST APPT. OR RULE 5.4.1 B/C)⁵:

OC[X]: _____ **PROMO**[X]: _____ **EXAM #:** _____ **GROUP #:** _____ **LIST #:** _____ **VP**[X] _____ **DVP**[X] _____

PROVISIONAL/TEMPORARY/SEASONAL:

NEW APPOINTMENT[X]⁶: _____ **OR PROMOTION/STEP-UP**[X]⁷: _____ **OR CONTINUOUS SERVICE**[X]⁸: _____

RULE NO.: _____ **PER DIEM/PER HOUR** [X]: _____ **LIST IN EXISTENCE** [Y/N]: _____

RULE 5.4.2(A) LOA INFORMATION REGARDING EMPLOYEE ON LEAVE:

NAME: _____ **SSN:** _____ **LEAVE DATES:** _____ **TO** _____
(MM DD YY) (MM DD YY)

NONCOMPETITIVE: WITH/WITHOUT REQ.[X]: _____ **OR** **RULE 3.2.10**[X]: _____ **OR** **RULE 3.2.11**[X]: _____
(CSL 55-a) (OUT OF CITY)

EXEMPT[X]: _____ **EXEMPT POSITION NO.:** _____ **EXEMPT FORMER INCUMBENT:** _____

LABOR[X]: _____ **UNCLASSIFIED**[X] _____

VII. 1. Print prior name (e.g., maiden name) beneath APPLICANT NAME.

2. APPROVAL: For nonmayorals, postaudits and list actions, indicate N/A. List approvals required at the time of Cert. request.

3. PRIOR STATUS and CURRENT PERM. LEAVE TITLE CODE: Not required for any break in service. If break, print N/A.

4. POSTAUDIT: For postaudit actions, print basis of postaudit status above POSTAUDIT.

5. For 5.4.1(b)(c), do not check O.C. or PROMO., Indicate EXAM/GROUP/LIST # and RULE NUMBER.

6. NEW APPT.: Where service break is less than one year.

7. STEP-UP: Provisional promotion one level above permanent title in same occupational group and agency.

8. CONT. SERV.: Provisional appointment, which is not a step-up, where there is no break in service.

PERSONNEL OFFICER AFFIRMATION:

Knowing the provisions of Section 95 of the Civil Service Law and with full knowledge of the responsibility and liability placed upon me thereby, I certify that this appointment is made properly under the category checked above; that based upon the documents and information submitted, the above-named individual meets the minimum qualification requirements for this title; and I believe the statements to be true.

SIGNATURE(S) OF APPOINTING OFFICER(S)
INSTITUTIONAL EXAMINER

TITLE

TELEPHONE NO.

DATE