



Essex County Verification of  
Employment Eligibility  
Civil Service Law Sections 55a or 55b

Return Completed Form to:  
Essex County Department of  
Personnel and Civil Service  
7551 Court Street, P.O. Box 217  
Elizabethtown, NY 12932  
Phone: (518) 873-3360 Fax: (518) 873-3372

**Instructions**

- Step 1: Essex County Personnel Officer completes the top section of the form and sends it with the appropriate job specification to the Commission for the Blind and Visually Handicapped or the New York State Education Department district office.
- Step 2: The Commission for the Blind and Visually Handicapped or the New York State Education Department conducts a review of the candidate's eligibility, qualification for the job, job duties and makes a determination on the appropriateness of the proposed employment. The Commission for the Blind and Visually Handicapped or the Education Department completes the designated portions of this form and returns it to Essex County Personnel and Civil Service Department.
- Step 3: Upon return of the evaluation, the Essex County Personnel Officer makes a final determination of approval or non approval.

**1. To be completed by Essex County Personnel Officer**

<b>Candidate Name:</b>	<b>Social Security Number:</b>	<b>Phone:</b>
<b>Candidate Address: (Street, City, State, Zip)</b>		
<b>Civil Service Position Title:</b>	<b>Department Location:</b>	<b>Contact Phone:</b>
<b>Authorized Signature:</b>	<b>Title:</b>	<b>Date:</b>

**2. To be completed by the Commission for the Blind and Visually Handicapped or the State Education Department**

- A. Based on a review of this candidate's records and other relevant information, it is determined that:
- The candidate is eligible for consideration under Section  55-a  55-b because he/she has a disability within the meaning of the law.
- The candidate is not eligible for consideration under Section 55-a or 55-b.
- B. Based on a review of this candidate's disability, medical history, qualifications, and job requirements, we find that:
- The candidate is qualified to perform the essential job duties of the position.
- The candidate is not qualified to perform the essential job duties of the position.
- C. Based on a review of this candidate's disability, we recommend that following listed job modifications and/or accommodations:
- None or  As described, attach additional sheets as necessary:

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**Please provide agency address and contact information:**

<b>Agency Name and Address</b>	
<b>Contact Name and Title:</b>	<b>Phone:</b>
<b>Contact Signature:</b>	<b>Date:</b>

**ESSEX COUNTY PERSONNEL USE ONLY**

- This candidate is not approved for 55-a or 55-b status.
- This candidate is approved for 55-a or 55-b status for the position titles as listed above.

<b>Personnel Officer Signature</b>	<b>Date:</b>
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