



Exam Number \_ \_ \_ \_

Your Social Security Number \_ \_ \_ / \_ \_ / \_ \_ \_ \_

**Section A.3 - TRADE SCHOOL OR VOCATIONAL HIGH SCHOOL**

If you attended a trade/vocational school, please complete the following:

Did you graduate? Yes \_\_\_/\_\_\_ No Dates of Attendance: From \_\_\_/\_\_\_ To \_\_\_/\_\_\_  
Month Year Month Year Month Year

Name of Trade/Vocational School: \_\_\_\_\_ USA Foreign

Trade/Vocational School located in the State of: \_\_\_\_\_ Country of: \_\_\_\_\_

Specialty \_\_\_\_\_ Number of hours you completed in specialty: \_\_\_\_\_

**(If you attended other trade or vocational schools, report this information for each additional school on a separate sheet of paper using the same format.)**

**Section A.4 – UNDERGRADUATE EDUCATION**

Name of Undergraduate College/University: \_\_\_\_\_ USA Foreign

Address: \_\_\_\_\_

State: \_\_\_\_\_ Country: \_\_\_\_\_

Major: \_\_\_\_\_

Number of Credits You Have Completed in Major: \_\_\_\_\_ Total Number of Credits You Have Completed: \_\_\_\_\_

Do you have a Degree? Yes No Dates of Attendance: From \_\_\_/\_\_\_ To \_\_\_/\_\_\_  
Month Year Month Year

Date Degree Received: \_\_\_\_\_ Type of Degree: (**check only one**) Associate Baccalaureate

Exact Title of Degree: \_\_\_\_\_

**(If you attended other undergraduate institutions and/or obtained more than one degree, report this information for each additional institution on a separate sheet of paper using the same format.)**

**Section A.5 – GRADUATE EDUCATION**

Name of Graduate College/University: \_\_\_\_\_ USA Foreign

Address: \_\_\_\_\_

State: \_\_\_\_\_ Country: \_\_\_\_\_

Major: \_\_\_\_\_

Number of Credits You Have Completed in Major: \_\_\_\_\_ Total Number of Credits You Have Completed: \_\_\_\_\_

Do you have a Graduate Degree? Yes No Dates of Attendance: From \_\_\_/\_\_\_ To \_\_\_/\_\_\_  
Month Year Month Year

Date Degree Received: \_\_\_\_\_ Type of Degree: (**check only one**) Masters Other

Exact Title of Degree: \_\_\_\_\_

**(If you attended other graduate institutions and/or obtained more than one degree, report this information for each additional institution on a separate sheet of paper using the same format.)**

FOR MTA  
NEW  
YORK  
CITY  
TRANSIT  
USE ONLY









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### SECTION C – LICENSES AND CERTIFICATES

Refer to the Notice of Examination to see if a license or certificate is required. If it is, and you possess this license or certificate, fill in the following information. You may describe additional licenses or certificates on a separate sheet of paper using the same format.

<p><b>Drivers License:</b></p> <p>Class: ____ Check all endorsements currently on your license:    Hazardous Waste    Air Brake    Passenger</p> <p>State where License was issued: _____ License Number: _____</p> <p>Date Issued: _____ Expiration Date: _____</p> <p><b>Other Licenses/Certificates:</b></p> <p>Title of License or Certificate: _____</p> <p>Issued by: _____</p> <p>License Number: _____</p> <p>Date Issued: _____ Expiration Date: _____</p>	<p><b>FOR MTA NEW YORK CITY TRANSIT USE ONLY</b></p>
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### SECTION D – SELECTIVE CERTIFICATION(S)

<p>If you want to apply for Selective Certification as described in the Notice of Examination, complete this section. I am requesting selective certification(s)</p> <p>for: _____</p> <p style="text-align: center;"><b>(If selective certification is for foreign language, specify the language(s) for which you are requesting selective certification.)</b></p>	<p><b>FOR MTA NEW YORK CITY TRANSIT USE ONLY</b></p>
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### SECTION E – SUBMISSION CHECKLIST

(optional)

- Yes, my nine-digit social security number and exam number are included on every page of this document.
- No, I did not include my name anywhere in this document.
- Yes, I have read the Notice of Examination and filled out only the sections that are required for the position I am applying for.
- No, I have not included my resume because only this form will be evaluated.
- Yes, I have used extra sheets of paper to list schools and previous employment that did not fit on this form.
- Yes, I have only listed courses that I have successfully completed and that are necessary to meet the requirements or qualify for extra credit.
- Yes, I have listed more than one duty for each place of employment included and those duties add up to 100%.
- Yes, I have listed the class, endorsements and restrictions for my driver license (if the position requires a driver license).