

**NEW YORK STATE BOARD OF LAW EXAMINERS
PROCTOR APPLICATION**

Name: _____

Residence Address (not P.O. Box): _____

City: _____ State: _____ Zip: _____

Mailing Address (if different than home): _____

City: _____ State: _____ Zip: _____

Home #: _____ Cell #: _____ Social Security No. (required): _____

Email Address (required): _____

1. Date of Birth (required): _____

2. Are you a citizen of the U.S.? Yes No

If NO, do you have the legal right to work in the U.S.? Yes No

Provide details: _____

3. What is your highest level of education?

GED/High School Diploma 4 year college degree

2 year college degree graduate degree

4. Are you currently employed: Yes No

If YES, what is your occupation? _____

If YES, Name & Address of Present Employer: _____

If YES, dates of current employment: From _____ To _____

5. Have you previously proctored the NYS bar exam? Yes (provide dates) _____ No

6. Do you proctor for the NYS Unified Court System? Yes No

7. Do you proctor for the NYS Department of Civil Service? Yes No

8. List any other proctoring experience you may have, including name of employer and dates proctored:

9. If your answer is "YES" to either of the following questions, give particulars below:

(a) Except for minor traffic offenses, have you ever been convicted of a criminal offense? Yes No

(b) Except for minor traffic offenses, do you currently have any criminal charges pending against you?

Yes No

10. Are you related to anyone planning to take the New York bar examination? If YES, what is their name and when do they intend to take the exam? _____

11. Are you currently a law student, a member of the faculty at a law school or non-retired practicing attorney?
 Yes No
Law Students, Law Faculty and Non-Retired Practicing Attorneys are not eligible to serve as proctors. Non-faculty employees of a law school are eligible to serve as proctors.

12. Can you perform the essential functions of the job with or without accommodations? Proctor requirements and responsibilities are summarized on the Board's website at <http://www.nybarexam.org/Proctors/Proctors.htm>

13. Do you need to be assigned to the same site with another proctor, such as a spouse or someone who provides your transportation? Yes No If YES, what is their name?: _____

14. Do you have any of the following special qualifications? Check all that apply.

- First Aid, CPR or Health Professional Qualifications
- Monitor Exams Administered on Computers
- Working with Special Needs/Disabled Individuals
- Reader for Special Needs/Disabled Individuals
- Scribe (using laptop computer with Word) for Special Needs/Disabled Individuals
- Teaching Credentials
- Security Guard Experience

15. Please select the geographic locations in which you would like to work. Also, please rank in order of preference (1 = 1st choice, 2 = 2nd choice, 3 = 3rd choice, etc.)

_____ ALBANY	_____ MANHATTAN	_____ SARATOGA SPRINGS
_____ BUFFALO	_____ LONG ISLAND	_____ WHITE PLAINS

I declare that my answers to the questions on this application are complete and true to the best of my knowledge. I understand that any misrepresentations or omissions may be cause for not being employed as a proctor or for dismissal. I understand that completing this application does not guarantee that I will be called upon to proctor the bar examination. I further understand that if I am called upon to proctor one bar examination it does not guarantee that I will be called upon to proctor subsequent bar examinations.

Signature _____
Date

Completed Applications may be submitted by email to proctors@nybarexam.org, by fax to (518) 452-5729 or by regular mail to New York State Board of Law Examiners, Corporate Plaza Building 3, 254 Washington Avenue Extension, Albany, NY 12203-5195.

Should you have a question please contact the New York State Board of Law Examiners by phone at (518) 453-5990 or by email at proctors@nybarexam.org. Please allow 48 hours for a response to an email.