

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

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ Social Security No.: _____

Email Address: _____

(1) Are you at least 18 years of age? Yes No

(2) Are you a citizen of the United States? Yes No

If NO, do you have a legal right to work in the United States? Yes No

Provide details _____

(3) Are you presently employed? Yes No

If NO, indicate your current status (e.g., retired, homemaker, etc.) _____

(4) If you are presently employed, what is your occupation? _____

(5) Name & Address of Present Employer: _____

(6) Dates of Employment: from _____ to _____

(7) What is your educational background?

Highest Grade Completed _____ High School Graduate _____ College Graduate _____

(8) Have you previously proctored the New York State bar examination? _____

(9) List any other proctoring experience you may have, including name of employer, dates proctored: _____

(10) Who referred you to the State Board of Law Examiners? (Please specify Name) _____

(11) Please provide two personal references, including their name, address and current phone number:

Reference 1: _____

Reference 2: _____

(12) 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) Do you now have any criminal charges pending against you? Yes No

(13) Are you related to anyone employed by the State Board of Law Examiners? Yes No

(14) Are you related to anyone attending law school at this time or to a law school graduate planning to take the New York bar examination? If YES, when does he or she anticipate taking the New York Bar Exam? _____

(15) Can you perform the essential functions of the job with or without accommodations? The job duties of a proctor are summarized on the Board's website at www.nybarexam.org. Yes No

(16) 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, please print that person's full name: _____

(17) Do you have any of the following special qualifications? Check any that apply.

- First aid, CPR, or health professional credentials
- Experience as a security guard
- Experience with monitoring exams administered on computers.
- Experience as a Reader or Scribe for applicant with a disability
- Experience working with individuals with disabilities.

(18) Please check when you are available to proctor.

- February Bar Exam
- July Bar Exam

(19) Location. 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.)

____ Manhattan	____ Albany	____ Buffalo
____ Brooklyn	____ Saratoga Springs	____ White Plains

I declare that each of the answers given 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 dismissal. I have read the Proctor Job Description and Requirements and declare that I fully understand and agree to the duties and responsibilities stated. I also 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 any other bar examination(s).

Signature

Date

Send Completed Application to: New York State Board of Law Examiners
Corporate Plaza, Building 3
254 Washington Avenue Extension
Albany, NY 12203-5195

Telephone: (518) 452-8700
Fax: (518) 452-5729