

**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? \_\_\_\_\_

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(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](http://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 = 1<sup>st</sup> choice, 2 = 2<sup>nd</sup> choice, 3 = 3<sup>rd</sup> choice, etc.)

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

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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).

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Signature

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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) 453-5990  
Fax: (518) 452-5729