NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street – Brooklyn, New York 11201

Per Session Vacancy Circulars

OP175 Form 2008-2009 (required for all Per Session Vacancy Applications for activities occurring 7/01/08 – 6/30/09)

Post Date:March 24, 2009

Deadline: April 29, 2009

PS Vac Circ.# 126, School Secretary (approximately 5 positions)

PS Vac Circ.# 127, Teacher (Approximately 20 positions High School

PS Vac Circ.# 128, Guidance Counselor – Special Training Employment Program (STEP)

PS Vac Circ.# 129, Supervisor (Approximately 7 positions)

PS Vac Circ. # 130, Teacher (Approximately 600 positions) Elementary and Junior High Schools

2009-10 APPLICATION FOR PER SESSION EMPLOYMENT AND CLAIM FOR RETENTION RIGHTS (OP-175)

Directions: This form must be completed and submitted to the per session supervisor prior to commencement of employment in a per session activity. A copy of this form must be retained by the per session supervisor. An applicant who wishes to claim retention rights must assert such a claim on this form. Retention rights may be claimed ONLY in one per session activity. No person may work more than 500 hours in one or a combination of per session activities (with a maximum of 270 hours in a school psychologist and/or school social worker position) without prior written approval of the Division of Human Resources in accordance with Chancellor's Regulation C-175.

Last Name: _____ First Name: _____ MI: _____

Home Address: _____ Zip Code: _____

Home Phone: (____) _____ File No.: _____ Email Address: _____

1. Are you a full-time employee of the NYC Department of Education? Yes ____ No _____

   If yes, indicate current work location: ISC _____ District _____ School/Office _____

   License or Title _____ Hours of Employment from _____ to _____

2. Per Session Position for which you are Applying: Program Name: _____

   ISC ____ District _____ Approximate Start Date _____ Do you claim retention rights? Yes ____ No ____

   School/Office _____ Approximate Total No. of Hours in Activity _____

   Work Hours Monday – Friday _____ to _____ Saturday – Sunday _____ to _____

3. **Between July 1, 2009 and June 30, 2010, have you worked or do you plan to work in any other per session activity? Yes _____ No _____. If yes, indicate all positions below. Use additional sheets if necessary.**

   a. Program Name: _____

      ISC _____ District _____ Approximate Start Date _____ Do you claim retention rights? Yes ____ No ____

      School/Office _____ Approximate Total No. of Hours in Activity _____

      Work Hours Monday – Friday _____ to _____ Saturday – Sunday _____ to _____

   b. Program Name: _____

      ISC _____ District _____ Approximate Start Date _____ Do you claim retention rights? Yes ____ No ____

      School/Office _____ Approximate Total No. of Hours in Activity _____

      Work Hours Monday – Friday _____ to _____ Saturday – Sunday _____ to _____

4. Will your total per session hours for this year, including the hours for the position for which you are applying, exceed 500? Yes _____ No _____

5. If yes, have you submitted a waiver request to exceed the 500 hour maximum? Yes _____ No _____

6. **Declaration:** I have read and understand the requirements in Chancellor's Regulation C-175. I understand that I am bound by this regulation. I affirm that the information give above is, to my knowledge, accurate and complete, and I understand that a willfully false answer to any question contained herein is a Class E felony which shall render this application null and void and may result in loss of retention rights, cancellation of per session employment, loss of pay, recoupment of compensation already paid, or disciplinary action.

   _____ _____

   Signature of Applicant Date

7. **Approval by Per Session Supervisor:** I certify that this applicant possesses the qualifications established for the position and that the selection was made after following advertising procedures set forth in Chancellor's Regulation C-175.

   _____ _____

   Signature of Per Session Program Supervisor Date

Department of Education
Joel I. Klein, Chancellor

Summary of Chancellor's Regulation C-175

Chancellor's Regulation C-175 is available for review at http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations Each school maintains a copy of the Standard Operating Procedures Manual for Schools (SOPM). Individuals may review a copy of these procedures in order to familiarize themselves with the process by which per session employees are processed and paid.

1. All per session employees must complete an application for per session activity (OP175) prior to commencing service.
2. Individuals who have been approved for waivers in prior years must resubmit new waiver applications each year. For this purpose, the per session year is from July 1st ***through*** June 30th.
3. Individuals must submit a waiver form for exceeding the limit on the maximum number of hours that can be served in a per session year. The maximum number of hours of per session work that may be performed annually is available in the C-175 regulation.
4. No individual is authorized to work in a per session activity during a normal school workday.
5. Per session employment, whether funded from the same or a different source, may not be used as a means of providing additional compensation for work similar to that which is performed in an individual's primary assignment.
6. Individuals cannot serve in a per session activity for which, in their primary assignment, they are responsible for hiring, rating, or coordinating or which they normally supervise in their primary assignment.
7. No per session compensation may be paid for work performed at home.
8. Employees on sabbatical leaves beginning August 1st must complete per session activities in which they are serving in July. They will not be permitted to commence any new per session assignments until the September following the completion of the sabbatical.
9. Each per session employee is required to use a time clock to record the exact time of arrival and departure. The timecard is to be maintained at the work site and should serve as the basis of entries on the Personnel Time Report. If a time clock is not available, a daily attendance report with exact time of arrival and departure must be provided, maintained and approved by a supervisor. In every case, regardless of the specific manner in which time is reported, supervisors are accountable for verifying the record of attendance. Approval by a co-worker is not acceptable. Failure to maintain satisfactory records will result in the withholding of compensation or recoupment of payment already made.
10. Each per session employee is required to submit a time sheet for service that was performed during the prior per session period within one school day of the per session period immediately following each service.
11. ***Time sheets submitted for per session work which required a waiver that was not previously approved will result in the withholding of per session payment***.
12. If a teacher is entitled to retention rights in a per session activity but fails to claim those rights before or at the time of application for a different per session job in which the teacher has no retention rights, the teacher may then be denied employment in the job for which there is entitlement to retention.

Notes: Requests for waivers must be submitted sufficiently in advance to allow time for review and appropriate action. ***Failure to obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum hours as outlined in Chancellor's Regulation C-175.***

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street - Brooklyn, New York 11201

Post Date: March 24, 2009
Deadline: April 29, 2009

Per Session Vacancy Notice No. 126 2009 Please Post.
(Subject To Funding Availability)

POSITION: School Secretary (approximately 5 positions)

LOCATION: Office of School Support Services
Summer Breakfast and Lunch Program
44-36 Vernon Boulevard, Long Island City, New York 11101

ELIGIBILITY: NYC Department of Education license as a School Secretary

SELECTION CRITERIA:
Knowledge of EIS payroll system
Fluency in the use of various computer systems
Prior satisfactory experience with staff payroll
Excellent writing skills
Good human relation skills

DUTIES AND RESPONSIBILITIES:
Process all teacher and school aide payrolls
Resolve problems and respond to inquiries related to the Summer Program
Answer phones, communicate with staff; perform related work
Pre and post summer program responsibilities as required

SALARY: As per Collective Bargaining Agreement or most current contractual rate

WORK SCHEDULE:

Session 1 – Monday, June 29, 2009 through Wednesday, July 29, 2009 from 10:00 a.m. – 3:30 p.m. (5 days per week-TBD), Up to 105 hours per position. Also April 14, 2009 through June 19, 2009, 2 days per week from 4:00 to 6:00 p.m – TBD, (Up to approximately 45 hours per position) for preliminary preparation and paperwork required for the summer 2009 Breakfast and Lunch program.

OR

Session II – Thursday, July 30, 2009 though Friday, August 28, 2009 from 10:00 a.m. – 3:30 p.m. (5 days per week - TBD), total of approximately 120 hours per position. Also April 14, 2009 through June 20, 2009, 2 days per week from 4:00 p.m. to 6:00 p.m. (approximately 45 hours per position) for preliminary preparation and paperwork required for the summer 2009 Breakfast and Lunch program. Post summer employment required 2 days per week from 4:00 – 6:00 p.m. (approximately 40 hours per position) for complete payroll processing in the months of September and October 2009.

Scheduling my vary according to program needs

APPLICATION: Complete attached application and send it with resume, a copy of required license and Form OP 175 (available in the schools and on DHR Website) by:
April 29, 2009 to:
Office of School Support Services, Human Resources , Attention: Alice Carman, Room 406, 44-36 Vernon Boulevard, Long Island City, New York 11101.

Note: *Please note that all per session vacancy circulars will be posted on the Division of Human Resources web site at:* http://schools.nyc.gov./Offices/DHR/CareerOpportunities/ under "Per Session Vacancy Circulars (Teacher, Supervisor, Clinical)"

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION.
AN EQUAL OPPORTUNITY EMPLOYER M/F/D

Service exceeding the number of hours specified in Chancellor's Regulation C-175 governing per session activities requires prior approval. The appropriate Per Session Supervisor must make the request via the Per Session Service System and receive approval before the person can begin working in the activity. ***Failure to obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum.***

APPROVED: *Danielle Pickens*
Division of Human Resources

New York City Department of Education
Public School Athletic League
Big Apple Games
School Food Breakfast and Lunch Program
Application for Summer Employment
Payroll Secretary

Enter all information completely.
Please print clearly.

Social Security #:_____

Mr. / Mrs. / Ms. _____
First Name Last Name Middle Initial

Home Address: _____
Number / Street City/State Zip

Home Telephone:( ) _____

Day School Assignment: _____ _____ _____
District School Borough

File #: _____ Working License: _____

Program Applying for: ( ) Big Apple Games ( ) Summer Breakfast and Lunch program

Do you claim retention rights in this activity? YES ( ) NO ( )

(NOTE: Retention rights may be claimed after serving two satisfactory consecutive years in the activity.)

Did you work in the Big Apple games or the Summer Breakfast and Lunch Program in 2008?

YES ( ) NO ( )

If yes, in which program did you work? _____

Under which type of license are you serving? _____

In how many per session programs have you served since July 1, 2008 (A per session activity of 25 hours or less and certain other activities are not counted when determining the number of per session activities served) _____

How many per session hours do you expect to work from July 2009 to and including June 30, 2010? _____

Have you claimed retention rights in any per session position? YES ( ) NO ( )

If yes, which one? _____

Secretaries currently on sabbaticals or planning to take sabbaticals should consult Chancellor's Regulations C-175 to ensure compliance with per session employment.

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEVE THE STATEMENTS IN THE FOREGOING APPLICATION ARE TRUE, COMPLETE AND ACCURATE AND ANY MISREPRESENTATION OF MATERIAL FACTS ON THIS APPLICATION THROUGH MISSTATEMENTS OR OMISSIONS MAY CAUSE INVALIDATION OF THIS APPLICATION.

_____
Signature

THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street - Brooklyn, New York 11201

Posted: March 24, 2009
Deadline: April 29, 2009

Per Session Vacancy Notice No. 127 2009 Please Post.
(Subject To Funding Availability)

POSITION: Teacher (Approximately 20 positions)
High Schools

LOCATION: All of the assignments are for the Breakfast and Lunch program in high schools in all boroughs

ELIGIBILITY: Active full-time NYC Department of Education licensed teacher

SELECTION CRITERIA: Knowledge and satisfactory experience overseeing Summer Breakfast and Lunch preferred

DUTIES AND RESPONSIBILITIES:

1. Responsible for ensuring compliance with local and federal regulations regarding summer breakfast and lunch program
2. Maintains appropriate records, i.e. timekeeping, payroll and meal count
3. Physically active in maintaining cafeterias and providing a clean/wholesome environment.
4. Demonstrates effective communication with all school personnel and the community
5. Providing assistance and supervision to any staff when available

SALARY: As per Collective Bargaining Agreement or most current contractual rate

WORK SCHEDULE: **High Schools**
Four hours and 30 minutes per day
Monday through Friday
Breakfast – 7:30 a.m. to 9:30 a.m.
Lunch - 11:00 a.m. to 1:15 p.m.
July 1, 2009 – August 14, 2009 approximately 135 hours per position

NOTE: TIME MAY BE MODIFIED DEPENDING ON A SCHOOL'S SUMMER SCHEDULE

Hours, days, # of positions and length of the summer Breakfast and Lunch Program are subject to change. Schedules of employees working in the program will be updated based on these changes.

APPLICATION: Complete attached application and send it with resume, a copy of required teaching license and OP 175 by **April 29, 2009 to:**
Division of Operational Support Services, Management Information and Evaluation Unit, 44-36 Vernon Boulevard, Long Island City, New York 11101.

Note: ***Please note that all per session vacancy circulars will be posted on the Division of Human Resources web site at:*** **www.nycenet.edu/Offices/DHR/CareerOpportunities/ under "Per Session Vacancy Circulars (Teacher, Supervisor, Clinical)"**

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION.
Service exceeding the number of hours specified in Chancellor's Regulation C-175 governing per session activities requires prior approval. The appropriate Per Session Supervisor must make the request via the Per Session Service System and receive approval before the person can begin working in the activity. ***Failure to obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum.***

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: *Danielle Pickens*
Division of Human Resources

DEPARTMENT OF EDUCATION
SCHOOLFOOD
TEACHER APPLICATION FOR BREAKFAST AND LUNCH PROGRAM

Please print clearly

Social security #: _____

Mr. / Mrs. / Ms. _____
First Name Last Name Middle Initial

Home address: _____
Number / Street City / State Zip Code

Home telephone #: (_____) _____ - _____

2008/2009
Day school Assignment _____ _____ _____
District School Borough

File #: _____ 2008/2009 Working License: _____

Do you claim retention rights in this activity? YES ( ) NO ( )

(NOTE: Retention rights may be claimed after serving two satisfactory consecutive years in the activity.)

If YES, in what school did you work? _____ _____
District School

Under what type of license are you serving? _____

In how many per session programs have you served since July 1, 2008? (A per session activity of 25 hours or less and certain other activities are not counted when determining the number if per session activities served) _____

How many per session hours do you expect to work from July 1, 2009 to and including June 30, 2010? _____

Have you claimed retention rights in any per session position? YES ( ) NO ( )

If YES, which one? _____

Teachers currently on sabbaticals or planning to take sabbaticals should consult with the Chancellor's Regulations C-175 to ensure compliance with per session employment.

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE STATEMENTS IN THE FOREGOING APPLICATION ARE TRUE, COMPLETE AND ACCURATE AND ANY MISREPRESENTATION OF MATERIAL FACTS ON THIS APPLICATION THROUGH MISSTATEMENTS OR OMISSIONS MAY CAUSE INVALIDATION OF THIS APPLICATION.

_____
Signature

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street - Brooklyn, New York 11201

Post date: March 24, 2009
Deadline: April 29, 2009

Per Session Vacancy # 128 **2009-2010** **Please Post.**
(Subject To Funding Availability)

POSITION: Guidance Counselor – Special Training Employment Program (STEP)

LOCATION: 44-36 Vernon Boulevard, Long Island City, New York 11101

ELIGIBILITY: Possession of a valid New York City Department of Education license as a guidance counselor

SELECTION CRITERIA: Meets the above eligibility requirements and demonstrates previous satisfactory experience as a counselor in activities that strengthen or enhance employee work performance

DUTIES AND RESPONSIBILITIES: Under the supervision of the Director of Human Resources, the incumbent will be responsible for counseling employees in the Special Training Employment Program (STEP) to increase and enhance employee work performance within the city. The incumbent will be responsible for assisting STEP participants with adjusting to their work environment and furthering career paths through counseling.

SALARY: As per Collective Bargaining Agreement or most current contractual rate

WORK SCHEDULE: July 1, 2009 – June 30, 2010
Hours are Monday through Thursday, 8:00 a.m. to 2:30 p.m. in the months of July and August **and** 3:30 p.m. to 7:00 p.m. from September through June. (To Be Determined)

APPLICATION: Please forward cover letter and resume, with a copy of required license and OP 175 by: **April 29 , 2009 to:**
The Office of School Support Services, Human Resources, attention Alice Carman, 44-36 Vernon Boulevard, 4th Floor, Long Island City, New York 11101.

Note: *Please note that all per session vacancy circulars will be posted on the Division of Human Resources web site at:* http://schools.nyc.gov./Offices/DHR/CareerOpportunities/ under "Per Session Vacancy Circulars (Teacher, Supervisor, Clinical)"

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION.
Service exceeding the number of hours specified in Chancellor's Regulation C-175 governing per session activities requires prior approval. The appropriate Per Session Supervisor must make the request via the Per Session Service System and receive approval before the person can begin working in the activity. ***Failure to obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum.***

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: *Danielle Pickens*
Division of Human Resources

DEPARTMENT OF EDUCATION
OF THE CITY SCHOOL DISTRICT OF NEW YORK
DIVISION OF HUMAN RESOURCES
65 Court Street - Brooklyn, New York 11201

Post Date: March 24, 2009
Deadline: April 29, 2009

Per Session Vacancy Notice No. 129 2009 Please Post.
(Subject To Funding Availability)

POSITION: Supervisor (Approximately 7 positions)

LOCATION: All assignments are to the Summer Breakfast and Lunch Program in the five boroughs

ELIGIBILITY: Appointed New York City Department of Education license as a supervisor

SELECTION CRITERIA: Demonstrates prior satisfactory experience supervising multi-functional programs

DUTIES AND RESPONSIBILITIES: Supervises teachers assigned to the Summer Breakfast and Lunch Program, assuring compliance with all procedures regarding the program. Writes reports, makes recommendations, implements policy, staffs, coordinates, supervises, evaluates and trains personnel to ensure effective program operation. Acts as a liaison to other Department of Education offices and other city agencies.

SALARY: As per Collective Bargaining Agreement or most current contractual rate

WORK SCHEDULE: **SESSION 1:** 6 ½: hours per work-day ***(NOTE: SHOULD BE 6-AT LEAST ONE-HALF HOUR FOR LUNCH)*** – Monday through Friday, 7:30 a.m. to 2:30 p.m., June 29, 2009 through August 28, 2009

AND/OR

SESSION 2: 1 ½ hrs per work-day – Wednesday and Thursday 4:00 p.m.–5:30 p.m., April 30 , 2009 through June 28, 2009 and 4:00 p.m. – 5:30 p.m., *September 15, 2009* through November 14, 2009. (Up to 120 hours per position)

APPLICATION: Complete attached application and send it with resume, a copy of required supervisory license and Form OP 175 (available in the schools and on DHR Website) by: **April 29, 2009 to:**
Office of School Support Services, Accounts Receivable Unit, 44-36 Vernon Boulevard, Long Island City, New York 11101

Note: *Please note that all per session vacancy circulars will be posted on the Division of Human Resources web site at:* http://schools.nyc.gov./Offices/DHR/CareerOpportunities/ under "Per Session Vacancy Circulars (Teacher, Supervisor, Clinical)"

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AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: *Danielle Pickens*
Division of Human Resources

DEPARTMENT OF EDUCATION
SCHOOL FOOD
SUPERVISOR APPLICATION FOR BREAKFAST AND LUNCH PROGRAM

Please print clearly

Social security #: _____

Mr. / Mrs. / Ms. _____
First Name Last Name Middle Initial

Home address: _____
Number / Street City / State Zip Code

Home telephone #: (_____) _____ - _____

2008/2009
Day school Assignment _____ _____ _____
District School Borough

File #: _____ 2008/2009 Working License: _____

Under what type of license are you serving? _____

In how many per session programs have you served since July 1, 2008? (A per session activity of 25 hours or less and certain other activities are not counted when determining the number of per session activities served) _____

How many per session hours do you expect to work from July 1, 2009 to and including June 30, 2010? _____

Supervisors currently on sabbaticals or planning to take sabbaticals should consult with the Chancellor's Regulations C-175 to ensure compliance with per session employment.

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEVE THE STATEMENTS IN THE FOREGOING APPLICATION ARE TRUE, COMPLETE AND ACCURATE AND ANY MISREPRESENTATION OF MATERIAL FACTS ON THIS APPLICATION THROUGH MISSTATEMENTS OR OMISSIONS MAY CAUSE INVALIDATION OF THIS APPLICATION.

_____
Signature

DEPARTMENT OF EDUCATION
OF THE CITY SCHOOL DISTRICT OF NEW YORK
DIVISION OF HUMAN RESOURCES
65 Court Street - Brooklyn, New York 11201

Post Date: March 24, 2009
Deadline: April 29, 2009

Per Session Vacancy Notice No. 130 Summer 2009 Please Post.
(Subject To Funding Availability)

POSITION: Teacher (Approximately 600 positions)
Elementary and Junior High Schools

LOCATION: All assignments are to the Breakfast and Lunch program in the five boroughs.

ELIGIBILITY: Active full-time licensed New York City Department of Education teacher. All applicants must have an active license upon commencement

SELECTION CRITERIA: CPR/AED Certification preferred
Knowledge and satisfactory experience overseeing Summer Breakfast and Lunch preferred

DUTIES AND RESPONSIBILITIES:

1. Oversees and assists staff responsible for ensuring compliance with local and federal regulations regarding summer breakfast and lunch program
2. Maintains appropriate records, i.e. timekeeping, payroll and meal count
3. Physically active in assisting all staff in maintaining cafeterias
4. Demonstrates effective communication with all school personnel and the community

SALARY: As per Collective Bargaining Agreement or most current contractual rate

WORK SCHEDULE: **Elementary and Junior High schools**
Four hours per day (Days to be determined)
Session 1: June 29,2009 through July 29, 2009
Session 2: July 30, 2009 through August 28, 2009
Breakfast service: 8:00 a.m. to 9:30 a.m.
Lunch service: 11:00 a.m. to 1:30 p.m. (Up to 185 hours per position)

NOTE: TIME MAY BE MODIFIED DEPENDING ON A SCHOOL'S SUMMER SCHEDULE

APPLICATION: Complete attached application and send it with resume, a copy of required license and Form OP 175 (available in the schools and on DHR Website) by: **April 29, 2009 to:**
Office of School Support Services, Accounts Receivable Unit, 44-36 Vernon Boulevard, Long Island City, New York 11101.

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AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: *Danielle Pickens*
Division of Human Resources

DEPARTMENT OF EDUCATION
SCHOOL FOOD
TEACHER APPLICATION FOR BREAKFAST AND LUNCH PROGRAM

Please print clearly

Program applying for ( ) High School ( ) Elementary, M.S.

Social security #: _____

Mr./Mrs/ Ms. _____
First Name Last Name Middle Initial

Home address: _____
Number / Street City / State Zip Code

Home telephone #: (_____) _____ - _____

2008/2009
Day school Assignment _____ _____ _____
District School Borough

File # : _____2008/2009 Working License: _____

Do you claim retention rights in this activity? YES ( ) NO ( )

(NOTE: Retention rights may be claimed after serving two satisfactory consecutive years in the activity.)

If YES, in what school did you work? _____ _____
District School

Under what type of license are you serving? _____

In how many per session programs have you served since July 1, 2008? (A per session activity of 25 hours or less and certain other activities are not counted when determining the number if per session activities served) _____

How many per session hours do you expect to work from July 1, 2009 to and including June 30, 2010? _____

Have you claimed retention rights in any per session position? YES ( ) NO ( )

If YES, which one? _____

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_____
Signature