

# CHENANGO COUNTY APPLICATION FOR EXAMINATION OR EMPLOYMENT

\_\_\_\_\_ Position Title Examination Number \_\_\_\_\_

**NOTE:** A separate application must be completed for each separately numbered examination you wish to take, and for each separately titled position you apply for. When filling out your application form, check to make sure that all appropriate questions have been answered. An incomplete application may result in its disapproval.

**ALL STATEMENTS ARE SUBJECT TO VERIFICATION**

**1. NAME AND LEGAL RESIDENCE (Please Print)**

\_\_\_\_\_ Last First M.I. \_\_\_\_\_

\_\_\_\_\_ Street Address or Post Office Box \_\_\_\_\_

\_\_\_\_\_ City State Zip Code \_\_\_\_\_

Phone # (include Area Code) \_\_\_\_\_

Home/Cell: \_\_\_\_\_ Business: \_\_\_\_\_

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

**2. Social Security Number:** \_\_\_\_\_

**3. Are you under 18 years of age?**  YES  NO

If YES, OR if minimum and/or maximum age limits are established for the position applied for, such as **POLICE OFFICER, DEPUTY SHERIFF AND CORRECTION OFFICER**, enter your **date of birth** here:

\_\_\_\_\_ MONTH \_\_\_\_\_ DAY \_\_\_\_\_ YEAR \_\_\_\_\_

**4. VETERANS' CREDITS (See Instruction E)**

If you wish to claim additional credit as an honorably discharged war time veteran, check the appropriate box below and answer questions 9A through E.

- DISABLED WAR VETERAN
- NONDISABLED WAR VETERAN

**5. SPECIAL TESTING ARRANGEMENTS (Optional – See Instruction D)**

- I am a Saturday religious observer and cannot be tested on the scheduled test date.
- I require reasonable accommodations to take this test.

**6. Are you authorized to work in the United States?**  YES  NO

At time of appointment you will be required to produce documents which establish your identity and your eligibility to be employed in the United States.

**7. State your actual permanent legal residence and indicate how long you have resided there continually, up to and including the date of the application.**

	Name	Years	Months
School District:			
Village of:			
Town of:			
County of:			
State of:			

**DO NOT WRITE IN THIS SPACE**

Approved: \_\_\_\_\_  Disapproved: \_\_\_\_\_  Conditional: \_\_\_\_\_

Exam Fee:

Collected: \_\_\_\_\_  Not Submitted: \_\_\_\_\_  Waived: \_\_\_\_\_

- 8. Check appropriate box:**
- A.** Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds?  YES  NO
  - B.** Did you ever resign from any employment rather than face dismissal?  YES  NO
  - C.** Did you ever receive discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under other than honorable conditions?  YES  NO
  - D.** Have you ever been convicted of any crime (felony or misdemeanor)?  YES  NO
  - E.** Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charge?  YES  NO
  - F.** Are you now under charges for any crime?  YES  NO
  - G.** Are you an exempt volunteer firefighter?  YES  NO

If you answered "YES" to any of the questions 8 A-G above, you may give specifics under "Remarks" on page 4 of this application. If you elect not to provide specifics, however, or if such explanation is insufficient you may be required to submit further information.

None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying.

**9. Please answer the following questions for Veterans' Credits. Be sure that you read instruction E relating to Veterans' Credits and have claimed these credits in question 4.**

- A.** Have you received or do you expect to receive a discharge which was honorable or release under honorable circumstances from the Armed Forces of the United States? (The Armed Forces of the United States means the Army, Navy, Marine Corps, Air Force and Cost Guard, including all components thereof, and the National Guard when in the service of the United States pursuant to call as provided by Law on a full- time active duty basis other than active duty for training purposes).  YES  NO
- B.** Have you served, or are you now serving, on an active duty basis other than active duty for training purposes during one or more of the following Time of War periods?
  - December 7,1941 to December 31,1946, June 27, 1950 to January 31, 1955, February 28, 1961 to May 7, 1975, August 2, 1990 to the date when the Persian Gulf hostilities end.
  - Commissioned Corps of the U.S. Public Health Service: July 29, 1945 to December 31, 1946 or June 27, 1950 to July 3, 1952.
  - A recipient of the Armed Forces Expeditionary Medal, the Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal during the following "time of war or hostilities":
    - Lebanon - June 1, 1983 - December 1, 1987
    - Grenada - October 23, 1983 - November 21, 1983
    - Panama - December 20, 1989- January 31, 1990 YES  NO

- C.** Are you a United States Citizen or an alien lawfully admitted for permanent residence?  YES  NO
- D.** Are you currently a resident of New York State?  YES  NO
- E.** Have you ever used additional credits as a disabled or non-disabled veteran for appointment to any position in the public employment of New York State or any of its civil divisions?  YES  NO

**THIS AFFIRMATION MUST BE COMPLETED**

I affirm, subject to the penalties of perjury, that the statements made in this application and any supplemental papers are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment or examination and/or lead to revocation of my appointment, and I hereby authorize investigation of all matters contained in this application.

\_\_\_\_\_ Signature of Applicant \_\_\_\_\_ Date

Please print below any other last name by which you are or have been known:

\_\_\_\_\_

**10. EDUCATION**

If college coursework or a college degree is required for appointment or examination a candidate must submit proof of education. Normally a college transcript will satisfy this requirement. Filing of applications should not be delayed while obtaining transcripts. Applicants need only attach a note to their application indicating that transcripts have been requested and will be submitted upon receipt.

Have you graduated from high school?  YES  NO      If yes, indicate name and location of high school: \_\_\_\_\_

If you have a high school equivalency diploma, indicate issuing governmental authority \_\_\_\_\_ Number \_\_\_\_\_

	Name of School & City in which located	Dates of Attendance (Month & Year)		Day or Night	Full or Part Time	No. of Years Credited	Were you graduated?	Type of Course or Major Subject	No. of college credits received	Type of Degree	Date degree received or expected
		From	To								
College University Professional or Technical School											
Special Courses											

**11. PROFESSIONAL LICENSE OR CERTIFICATION** - Complete the following if a license, certificate or other authorization to practice a trade or profession is required for examination or appointment to the position sought. If not currently licensed, check this box:

\_\_\_\_\_ Name of Trade or Profession      \_\_\_\_\_ License Number      \_\_\_\_\_ Granted by (Licensing Agency)      \_\_\_\_\_ City or State of \_\_\_\_\_  
 \_\_\_\_\_ Specialty      \_\_\_\_\_ Date License First Issued      \_\_\_\_\_ Registered From: (Mo./Yr.) To: (Mo./Yr.)

**12. DRIVERS LICENSE** - Certain positions require possession of a valid New York State Drivers License at time of appointment. If required for the position you are applying for, do you have a valid New York State Drivers License?  YES  NO CLASS: \_\_\_\_\_

**13. DESCRIPTION OF EXPERIENCE:** Starting with your most recent job first, describe in detail ALL your work experience below. If the examination announcement states that volunteer or unpaid experience is acceptable as qualifying, describe it in the same way as paid work showing its volunteer nature in the "Experience Type" box. Qualifying volunteer or unpaid experience will be considered if verifiable and fully documented. You are responsible for submitting an accurate, adequate and clear description of your experience. **Omissions or vagueness will NOT be interpreted in your favor.** If you have had military service which includes experience pertinent to the position, describe such experience as a separate employment. If your title changed in the course of your service in any one organization, indicate such change clearly and as a separate employment (if more space is needed, attach 8 1/2"x11" sheets of paper). **Under "Describe Duties" for each employment, describe in detail the nature of work personally performed by you and indicate the estimated percentage of time spent on each type of work.** State size and kind of work force, if any, supervised by you and the extent of such supervision. The employment section of this application must be completed in detail. A resume may not serve as a substitute, but may be included with the application.

Firm Name:	Address:	City & State:	Phone Number:
Length of Employment (Mo / Year) From: / To: /	Describe Duties:		
Experience Type: <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer			
Your exact title:			
Name of Supervisor:			
Supervisor's Title:			
No. hours worked per week (Exclusive of overtime):	Reason for Leaving:		
Firm Name:	Address:	City & State:	Phone Number:
Length of Employment (Mo / Year) From: / To: /	Describe Duties:		
Experience Type: <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer			
Your exact title:			
Name of Supervisor:			
Supervisor's Title:			
No. hours worked per week (Exclusive of overtime):	Reason for Leaving:		

Firm Name:	Address:	City & State:	Phone Number:
Length of Employment (Mo/Year) From:    /        To:    /	Describe Duties:		
Experience Type: <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer			
Your exact title:			
Name of Supervisor:			
Supervisor's Title:			
No. hours worked per week (Exclusive of overtime):	Reason for Leaving:		

Firm Name:	Address:	City & State:	Phone Number:
Length of Employment (Mo/Year) From:    /        To:    /	Describe Duties:		
Experience Type: <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer			
Your exact title:			
Name of Supervisor:			
Supervisor's Title:			
No. hours worked per week (Exclusive of overtime):	Reason for Leaving:		

Firm Name:	Address:	City & State:	Phone Number:
Length of Employment (Mo/Year) From:    /        To:    /	Describe Duties:		
Experience Type: <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer			
Your exact title:			
Name of Supervisor:			
Supervisor's Title:			
No. hours worked per week (Exclusive of overtime):	Reason for Leaving:		

Firm Name:	Address:	City & State:	Phone Number:
Length of Employment (Mo/Year) From:    /        To:    /	Describe Duties:		
Experience Type: <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer			
Your exact title:			
Name of Supervisor:			
Supervisor's Title:			
No. hours worked per week (Exclusive of overtime):	Reason for Leaving:		

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**MAIL OR DELIVER TO:**

Chenango County Personnel / Civil Service Office  
Chenango County Office Building  
5 Court Street, Norwich, New York 13815  
www.co.chenango.ny.us/personnel

**INSTRUCTIONS AND INFORMATION**

**A. ANNOUNCEMENT OF EXAMINATION**

Before filling out your application, read carefully the announcement for this examination.

When completing your application, be sure to enter, at the top of page 1, the examination number which identifies the examination for which you are filing.

**B. ADMISSION TO EXAMINATION**

Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time those candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test may NOT be notified of their score.

Call this agency immediately if you do not receive a notice within three days of examination informing you whether or not you are to be admitted to the examination.

**C. CHANGE OF ADDRESS or PHONE NUMBER**

Notify this agency immediately of any change of address or phone number. When writing give the number and title of examinations.

**D. SPECIAL TESTING ARRANGEMENTS**

If you need special arrangements because you are a Religious Observer (for religious reasons cannot be tested on date of examination), or if you require reasonable accommodations in order to participate in the examination, you must EITHER:

1. Check the appropriate box in question 5 and indicate the special arrangements you require in the remarks section below

**OR**

2. Write to this agency no later than the last date of filing for this examination. Your request must include examination number and title and the special type of arrangements required.

**E. VETERANS' CREDITS**

If you are making a claim for veterans' credits with this application, be sure you read the following information very carefully.

Any claim for additional credit as a disabled or non-disabled war veteran for the examination should be made with this application. If you are claiming veterans' credits, you must check the appropriate category in question 4 and answer all questions 9 A-E. Failure to do so accurately and completely may result in a denial of your claim.

If you are claiming credits as a disabled war veteran, you must, in addition to meeting the requirements as indicated by a "YES" answer to questions 9 A-D and a "NO" answer to question 9 E, be certified by the veterans' administration as being entitled to receive payments for a service-connected disability rated at 10 percent (10%) or more incurred during a "Time of War or Hostilities" as indicated in question 9B.

Persons claiming credit as disabled war veterans will be contacted by this agency for additional information as necessary.

All claims and grants of veterans' credits are tentative and must be verified through inspection of discharge papers and other related documents, as necessary, prior to the establishment of the eligible list. You will be advised as to which documents must be produced by you for this verification. All statements you make in support of your claim for additional credits are subject to investigation and substantiation by this agency. In the event of subsequent disclosure of any material misstatement or fraud in this claim, your appointment may be rescinded and you may be disqualified from further appointment from any eligible list on which you have been granted additional credit as a result of such misstatement or fraud.

Chenango County is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, creed, color, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status, military status, familial status, domestic violence victim status, predisposing genetic characteristics, prior arrest or conviction record, reproductive health decision making, or any other status protected by State or Federal Law. Accordingly, nothing in this application form should be viewed as expressing, directly or indirectly, any limitation, specification, or discrimination as to race, creed, color, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status, military status, familial status, domestic violence victim status, predisposing genetic characteristics, prior arrest or conviction record, reproductive health decision making, or any other status protected by State or Federal Law.

REMARKS: (Use this space to provide any additional information, as necessary. If more space is required, attach additional 8 1/2"x11" sheets).