

DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
Schoharie, New York

APPLICATION FOR CIVIL SERVICE EXAMINATION

MAKE SURE YOU DO THE FOLLOWING

- ✓ Read each exam announcement carefully to be sure that you meet the minimum qualifications.
- ✓ The application is a government record and must be filled out in blue or black ink (or typed). It must also be legible.
- ✓ You must file a separate application for each different test date. You may list up to three exam numbers on one application, as long as they are being held on the same date.
- ✓ Make sure you answer each question. An incomplete application may make you disapproved to take the exam. DO NOT attach a résumé to show work experience. You must fill out this application form completely.
- ✓ Be sure to state experience that relates to the minimum qualifications. You cannot be hired or tested unless you clearly show **how** you meet the minimum qualifications. You only need to show experience that relates to minimum qualifications. Make sure that you describe clearly what your job duties were just do not put down a title.
- ✓ If a license other than a common driver's license is required, attach a photocopy of the license. If you do not have a required license you may not be employed or tested.
- ✓ If a degree is required as part of the minimum qualifications please be sure to attach a copy of your degree and preferably your transcripts.
- ✓ Photocopied signatures are NOT acceptable. The application must include an **original signature**. Your signature must be dated.
- ✓ Notify this office if you change your name or address so that your Civil Service record can be kept accurate.

Important Information About Applying for Examination

1. **Fees Due** - The fees charged for examinations are as follows: **\$13.00 fee for Law Enforcement & Fire**
\$8.00 fee for All Others
2. **Exam Fees** – These fees are **Not Refundable**. If you are not approved to take the exam, we still keep your fee. So, please be sure to read the minimum qualifications carefully to be sure that you qualify.
3. **Exam Payments** – We only accept Cash, Check or Money Orders. **Do not send cash**. When paying by Check or Money Order please make them payable to *Schoharie County Department of Personnel*.
4. **Admission to Examination** – You must get a letter showing that your application was approved in order to sit for the Exam. If for some reason your application needs more information, you will have to get that information to this office one week prior to the exam date in order to be approved. If your application is disapproved we will notify you of the reason. If you disagree with the decision, you may ask for the application to be reviewed again, but this will all need to happen at least one week prior to the exam.
5. **Saturday Religious Observer** – Most written parts of the test are held on Saturdays. If you are a religious observer and you cannot take the test on the announced test date, check the box, "I am a religious observer and cannot be tested on the scheduled test date." We will make arrangements for you to take the test on a different date. (Usually the following workday).
6. **Special Accommodations in Testing** – We provide reasonable accommodations for persons with a disability to take a test. If you need a reasonable accommodation, check the box, "I require special accommodations to take this exam." On or before the last date for filing applications, write to the Personnel & Civil Service Department or call (518) 295-8374 and describe the accommodation you need. This has to be before the last filing date. If you call after that, we will not be able to accommodate you and you will not be able to take that exam with the needed accommodations.
7. **Extra Credits for Veterans** – If you are currently in the Armed Forces on full-time active duty (other than training) or if you are a War Time Veteran or Disabled Veteran, you are eligible for extra credits added to your exam score if you pass. These extra credits can be used only once for any permanent government employment in New York State. In order to get the credits you must contact us to request a form prior to the exam.
8. **Place & Time of Examination** – The exams for the County are usually held at the County Office Building, 284 Main Street Schoharie, NY 12157 on the third floor. The doors open at 8:30 am and the exam starts at 9:00 am sharp. If you are more than 30 minutes late you will not be able to sit for the exams. Always arrive early, bring your approval letter for entrance and make sure to double-check your approval letter for any changes to the time and location.

- 9. Exam Scores** – Exam scores usually take 8 to 12 weeks to come back from the State. You will be notified by mail so please be sure to keep your mailing information current with our office.

SCCS Form 330 (04/07) **SCHOHARIE COUNTY**
DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
 284 Main Street, Room 310
 P.O. Box 675
 Schoharie N.Y. 12157-0675
 (518) 295-8374
APPLICATION for EXAMINATION ONLY
Only use for multiple exams if they are be given on the same day

Questions below MUST be answered:

- | | | |
|--|--------------------------|--------------------------|
| A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Did you ever resign from any employment rather than face dismissal? | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Did you ever receive a discharge from the Armed Forces of the United States that was other than honorable? | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Have you ever been convicted of any crime, (felony or misdemeanor)? | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Are you now under charges for any crime? | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any criminal charge? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered YES to any of the questions above please explain on the lines below. If you do not provide specifics we will be sending you a form to complete and this must be returned in order for your application to be approved.

Section 85-a Credit
 Request credit for being a child of firefighters and/or police officers killed in the line of duty. YES

Please get an application to see if you are eligible for the credits. This has to happen before the grades come back.

Check box if you are a **Volunteer Firemen?**
 Please list Department: _____

STUDENT LOANS: Section 50-b of the New York State Civil Service Law requires that all applicants for examination be asked the following questions:

1. Do you have any loans made or guaranteed by the New York State Higher Education Services Corporation that are currently outstanding? Yes No

If yes who is the Lender _____

Are you presently in default on any such loan? YES NO

THIS AFFIRMATION MUST BE COMPLETED

I affirm under penalties of perjury that all statements made on this application (including any attached papers) are true. I understand that all statements made in connection with this application are subject to investigation and verification and that a material misstatement or fraud may result in criminal prosecution and disqualify me from appointment and/or lead to revocation of my appointment.

X _____
 Signature of Applicant _____
 Date

OFFICE USE ONLY

Paid Amount: \$ _____

APPLICATION STATUS

Approved
 By: _____

Check # _____ Conditioned
 Money Order Pending: _____

Cash Disapproved
 Reason: _____

Exam #	Exam Title
Exam #	Exam Title
Exam #	Exam Title

Last Name _____ **First** _____ **MI** _____

Mailing Address: No. Street or P.O. Box _____

City _____ **State** _____ **Zipcode** _____

Phone Numbers:
 HOME: () - () BUSINESS or CELL: () - ()

SOCIAL SECURITY NUMBER: _____

AGE VERIFICATION: Are you over 18 years of Age? YES NO

ONLY if an age limit is required for the minimum qualifications for the position applied for, enter your date of birth here:

Month Day Year
 / /

VETERANS' CREDITS:
 Do you wish to claim credit as a disabled or non-disabled war veteran? Yes No

If Yes, please request veterans' credits form from our office.

List any other last names you have used or go by: _____

SATURDAY RELIGIOUS OBSERVER
 I am a religious observer and cannot be tested on the scheduled test date. (Refer to #5 on front)

SPECIAL ACCOMMODATIONS IN TESTING
 I require special accommodations to take this exam. (Refer to #6 on front)

RESIDENCY VERIFICATION: State your present permanent legal residence and how long you have resided there continually, up to and including the date of this application. FILL IN EACH LINE. **Yrs. & Mo.**

County _____

State _____

Town/Village _____

School District _____

EDUCATION: Read exam announcement for educational requirements, if any. If specialized coursework is required attach a transcript showing the list of required courses and/or semester credit hours you have completed.									
Do you have a High School Diploma or Equivalency? [] YES [] NO			If YES, list Name & Location of High School or Issuing Governmental Authority: & Certificate #:						
Date Graduated or Issued GED: Month / Year /		Other Schools & Special Courses				Date of Degree or Certificate	Type of Degree or Certificate		
Name of school City where located College & University		Dates attended (Month & Year) From To	Full time	Part time	Did you graduate?	No. of college credits received	Type of degree	Type of course or major subjects	Date of degree
LICENSES: If a license, certificate or other authorization to practice a trade or profession is listed as a requirement, complete the following and then attach a copy of license or certificate. If not currently licensed, check here []									
Name of trade or profession					Issuing agency				
License number					City & State where issued				
Specialty			Date first issued			Valid: From (Mo/Yr)		To (Mo/Yr)	
DESCRIBE YOUR EXPERIENCE: Answer this question if the announcement or job description requires minimum experience. You are responsible for submitting an accurate, adequate and clear description of your experience that meets the minimum qualifications. Omissions or vagueness will NOT be interpreted in your favor. Beginning with the most recent, describe in detail ALL employment that is pertinent to the position applied for. Under "Duties" for each employment describe the nature of the work <u>personally performed by you</u> with estimated percentage of time spent on each type of work. State size and kind of working force, if any, supervised by you and the extent of such supervision. If your duties or assignment with one employer changed significantly (for example, if you were promoted to a supervisory position), report the assignments as separate employments. If the announcement or job description says that volunteer or unpaid experience is acceptable, describe it in the same way as paid work and write "vol." in the "earnings" box. If you have had military service that is pertinent to the position, describe it as a separate employment. If more space is needed, attach 8.5" X 11" sheets of paper.									
Length of Employment From To		Firm Name			Address			City and State	
Earnings		Duties							
Type of Business									
Your Title									
Name of Supervisor									
Supervisor's Title									
Hours Worked									

Length of Employment From To		Firm Name			Address			City and State	
Earnings		Duties							
Type of Business									
Your Title									

Name of Supervisor	
Supervisor's Title	
Hours Worked	

Length of Employment From To	Firm Name	Address	City and State
Earnings	Duties		
Type of Business			
Your Title			
Name of Supervisor			
Supervisor's Title			
Hours Worked			

Length of Employment From To	Firm Name	Address	City and State
Earnings	Duties		
Type of Business			
Your Title			
Name of Supervisor			
Supervisor's Title			
Hours Worked			

PERSONAL PRIVACY PROTECTION LAW NOTIFICATION

The information, which you are providing, on this application is being requested pursuant to Section 50.3 of the New York State Civil Service Law for the principal purpose of determining the eligibility of applicants to participate in the examination(s) for which they have applied. This information will be used in accordance with Section 96(1) of the Personal Privacy Protection Law, particularly subdivisions (b), (e), and (f). Failure to provide this information may result in disapproval of the application. This information will be maintained by the Personnel Officer, Personnel & Civil Service Department, Schoharie County Office Building, 284 Main Street, Schoharie, NY 12157. For further information, relating to the Personal Privacy Protection Law, call the New York State Department of Civil Service Public Information @ (518) 457-9375. **(For examination information, call (518) 295-8374.)**

New York State Human Rights Law prohibits discrimination in employment because of age, race, creed, color, national origin, sex, disability or marital status. Nothing in this application should be viewed as expressing, directly or indirectly, any limitation, specification, or discrimination as to age, race, creed, color, national origin, sex, disability or marital status in connection with employment by Schoharie County municipalities.