



**APPLICATION FOR EXAMINATION OR EMPLOYMENT**

\_\_\_\_\_   
 Title and Exam Number of Position applying for

This application is part of your examination. Answer all questions fully and carefully in ink or in typewriter. Some questions can be answered with an "x" in the box which applies to you. Attach additional sheets if necessary in order to give complete and detailed information.

**1. SOCIAL SECURITY NUMBER:**

- -

**2. FULL NAME AND ADDRESS**

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

\_\_\_\_\_  
 Mailing Address

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

**2a. RESIDENT STREET ADDRESS (if different from above):**

\_\_\_\_\_  
 \_\_\_\_\_

**2b. PHONE NUMBER (include area code):**

\_\_\_\_\_  
 Home                                  Other                                  Specify (work, cell, etc.)

**2c. E-MAIL:**

**3. RESIDENCE**

If you are applying for an open-competitive examination, please indicate, in the boxes below, each of the municipalities/districts in which you are a legal resident and have been for at least 30 days prior to the examination date.

\_\_\_\_\_  
 City or Village:

\_\_\_\_\_  
 Town:

\_\_\_\_\_  
 County:

\_\_\_\_\_  
 State:

\_\_\_\_\_  
 Name of School District:

**4. CITIZENSHIP & AGE**

If you are not a citizen of the United States, do you have the legal right to accept employment in the United States?

Yes     No

(Non-citizens may be required to produce Alien Registration Card at time of appointment)

Are you under 18?     Yes     No

If yes, or if minimum and/or maximum age limits are established for the position applied for, enter your date of birth here:

\_\_\_\_\_  
 Mo.                      Day                      Year

**LEAVE THIS SPACE BLANK**

\_\_\_\_\_  
 Exam Number

\_\_\_\_\_  
 Approved by

\_\_\_\_\_  
 Date Received

\_\_\_\_\_  
 Pending

\_\_\_\_\_  
 Fee \$

\_\_\_\_\_  
 Disapproved by

**5. Are you applying with other civil service commissions for examinations that are being held on the same date?**

Yes     No

If yes, please attach the Cross-file Application and list all examinations. This can be found at on our website.

**6. Are you requesting special testing accommodations (such as for a disability or an alternate test date)?**

Yes     No

Please submit your request(s) for accommodations in writing on an attached sheet. You will have to provide documentation to support your request(s). If you request an alternate test date, please complete the Alternate Test Date Application.

**7. CHECK APPROPRIATE BOXES:**

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 a discharge from the Armed Forces of the United States which was other than "Honorable", or which was issued under other than honorable circumstances?     Yes     No

D. Have you ever been convicted of any crime (felony, misdemeanor)?     Yes     No

E. Are you now under charges for any crime?     Yes     No

**If you answer "YES" to any of questions above, you must give specifics. (Attach additional sheets if necessary.)**

**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(s) for which you are applying.**

**8. SERVICE IN ARMED FORCES**

Have you ever served in the armed forces of the United States?

Yes,     No

If your answer is "yes" please go to item 9.

**9. VETERAN'S CREDITS**

Do you claim additional credits as an honorably discharged war veteran?

Yes, as a Non-disabled war veteran

Yes, as a Disabled war veteran

No

If the answer is yes then see form ACS-21a (page 3)

**If a motor vehicle license is required for the position for which you are applying, please give the following:**

Chauffeur     Operator

Class:                      Date of Expiration:                      Number:

**THIS DECLARATION MUST BE COMPLETED:** I declare, subject to the penalties of perjury, that the statements made in this application (including statements made in any accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct.

\_\_\_\_\_  
 Signature of applicant                      Date

\_\_\_\_\_  
 State any other names by which you have been known

### Education

Do you have a high school diploma?  Yes  No      Name and Location of High School: \_\_\_\_\_

Or a High School Equivalency (GED) Diploma?  Yes  No

### College/University

Name of School and City in which located	Dates of attendance (Month/Year) From To	Type of Course of Major	Number of College Credits Received	Did you Graduate?	Type of degree received?	Date Degree Received or Expected

**College Transcripts** (omit if not applicable)

Is transcript submitted herewith?       Is transcript on file with Albany County Civil Service?       Is College to forward transcript?

### Professional Schools, Residencies, Military Service Schools, Other Schools

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Do you have a license, certificate, or other authorization to practice a trade or profession?  Yes  No

Name of trade or profession \_\_\_\_\_ Granted by (Licensing agency) \_\_\_\_\_ State of \_\_\_\_\_

**Initial date of Licensure** \_\_\_\_\_ **Currently Licensed** From: Mo.      Yr.      To: Mo.      Yr.

Have you any loans made or guaranteed by the New York State Higher Education Services Corporation; which are currently outstanding?  Yes  No

If so, are you presently in default on any such loan?  Yes  No

**EXPERIENCE:** Describe under the headings given below any employment or occupation you have ever had which includes experience that tends to qualify you for the position sought, and as far as possible, every other employment, including military service. **Begin with you most recent employment and work backward consecutively to your first one.** Applicants may be required to furnish satisfactory proof of experience claimed. **A resume is not a substitute.**

Length of Employment <b>From:</b> Mo.      Yr. <b>To:</b> Mo.      Yr.	Name of Employer	Address	City and State
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Earnings \$	# of hours/week	Type of business	Title	Name and title of Supervisor
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Describe duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Length of Employment <b>From:</b> Mo.      Yr. <b>To:</b> Mo.      Yr.	Name of Employer	Address	City and State
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Earnings \$	# of hours/week	Type of business	Title	Name and title of Supervisor
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Describe duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Length of Employment <b>From:</b> Mo.      Yr. <b>To:</b> Mo.      Yr.	Name of Employer	Address	City and State
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Earnings \$	# of hours/week	Type of business	Title	Name and title of Supervisor
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Describe duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**IF MORE SPACE IS REQUIRED, USE ADDITIONAL SHEETS ARRANGED IN THE SAME MANNER AND ATTACH SUCH SHEETS TO TOP OF PAGE**

**THE NEW YORK STATE HUMAN RIGHTS LAW (ARTICLE 15) PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF AGE, CREED, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, MARITAL STATUS, OR CRIMINAL RECORD. ACCORDINGLY, NOTHING IN THIS APPLICATION FORM SHOULD BE VIEWED AS EXPRESSING, DIRECTLY OR INDIRECTLY, ANY LIMITATION, SPECIFICATION, OR DISCRIMINATION AS TO AGE, RACE, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, MARITAL STATUS, OR CRIMINAL RECORD IN CONNECTION WITH EMPLOYMENT BY THE MUNICIPALITY.**

ADDITIONAL CREDITS FOR VETERANS AND CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS  
KILLED IN THE LINE OF DUTY

INSTRUCTIONS AND INFORMATION

\*\*\*If you are claiming additional credits as a disabled or non-disabled war veteran, you must submit a copy of your separation papers (DD214) within two months of the last filing date for examination.

A. VETERANS' CREDITS

Have you used your veterans' credits for permanent appointment or promotion in New York State or any of its civil divisions since January 1, 1951?

Yes  No

\*\*\*If you answer yes, you cannot use veterans' credits again (NYS Civil Service Law §85.4).

VETERANS' CREDITS: For the purpose of claiming veterans' credits on a civil service examination, an applicant must have been honorably discharged or released under honorable circumstances after serving on active duty with the armed forces of the United States during time of war.

- > Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, (5 and 2.5 points in the case of promotional examinations) added to their earned scores, and provided they have not previously used such credits to obtain permanent appointment or promotion. Veterans may determine to waive the use of their credits at any time up to the time of permanent appointment or promotion.
- > Veterans who are eligible for additional credit must submit a copy of their separation papers (DD-214) within two (2) months of the last filing date for the examination. Veterans' credits can only be added to a passing score on the examination.
- > Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veterans' credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans' credits.

If you received or expect to receive an honorable discharge from the Armed Forces of the United States, as a war-time veteran or disabled veteran as defined below, you may claim extra credits to be added to your exam score, if you pass. The Armed Forces of the United States means the Army, Navy, Marine Corps, Air Force and Coast Guard, and 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. Discharged veterans are required to submit a copy of their DD-214 discharge papers. Active duty members of the Armed Forces must submit proof of active duty status, such as current Military I.D., Military Orders or other official military document that substantiates active duty status. To claim credits as a Disabled Veteran, you must be entitled to receive payments for a service-connected disability (rate at 10% or more) incurred during time of hostile action or war.

Are you claiming credits as a veteran?  As a Disabled Veteran?  Active service member?

CHECK AND INDICATE BELOW THE TIME PERIODS YOU SERVED OR ARE SERVING IN THE ARMED FORCES OF THE UNITED STATES

- |  | FROM MO/YR        | TO MO/YR             |
|--|-------------------|----------------------|
| <input type="checkbox"/> World War II: .....             | December 7, 1941  | December 31, 1946    |
| <input type="checkbox"/> US Public Health Service:.....  | July 29, 1945     | September 2, 1945    |
| <input type="checkbox"/> Korean Conflict:.....           | June 27, 1950     | January 31, 1955     |
| <input type="checkbox"/> US Public Health Service:.....  | June 26, 1950     | July 3, 1952         |
| <input type="checkbox"/> Vietnam Conflict:.....          | February 28, 1961 | May 7, 1975          |
| <input type="checkbox"/> Hostilities in Lebanon***:..... | June 1, 1983      | December 1, 1987***  |
| <input type="checkbox"/> Hostilities in Grenada***:..... | October 23, 1983  | November 21, 1983*** |
| <input type="checkbox"/> Hostilities in Panama***:.....  | December 20, 1989 | January 31, 1990***  |
| <input type="checkbox"/> Persian Gulf Conflict:.....     | August 2, 1990    | ( )                  |
| <input type="checkbox"/> Active Duty:.....               |                   |                      |

\*\*\*For these service dates Veterans must have received the Armed Forces Expeditionary Medal for Service in Zone of Conflict.

B. ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

Signature of applicant applying for extra credit

Date