

Schenectady County is an Equal Opportunity Employer. Schenectady County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.



# Schenectady County

Human Resources & Civil Service  
620 State Street  
Schenectady, NY 12305-2114

## APPLICATION FOR EXAMINATION OR EMPLOYMENT

FOR COUNTY OFFICES, TOWNS, VILLAGES, SCHOOL DISTRICTS  
LIBRARIES AND SPECIAL DISTRICTS

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

Conditional \_\_\_\_\_ Disapproved \_\_\_\_\_

CIVIL SERVICE DEPT.  
USE ONLY

1. \_\_\_\_\_  
POSITION TITLE EXAM NUMBER

This application is part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the **General Conditions and Instructions** for more information.

### 2. Name and Legal Residence

Last Name First Name Middle Initial

Street Address or Road R.D. # or P.O. Box #

County City, Town, Village State Zip

Home Phone Number \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

#### If mailing address is different:

Street Address or Road R.D. # or P.O. Box #

County City, Town, Village State Zip

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### 3. Police Officer & Firefighter Candidates Only:

Date of Birth (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_

**4. Residency Requirements:** Candidates must meet the Residency Requirements as stated on the examination announcement. You must complete the following to determine if you meet these residency requirements. Indicate how long this has been your legal residence, up to the date of this application, showing that you meet the residency requirements as announced.

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

### 5. Citizenship

A. Are you currently a U.S. Citizen? YES  NO

B. If not, do you have the legal right to accept Employment in the United States? YES  NO   
Please give alien registration number:  
\_\_\_\_\_

C. Are you a retiree from New York State or any civil division thereof? YES  NO

**6. Special Testing Arrangements** (Refer to General Conditions and Instructions). If you need Special Accommodations to take the examination, contact the Civil Service Office at (518) 388-4233.

Religious  Military  Disability

**7. Crossfiler** - If you have filed or are filing SEPARATE applications for Civil Service Examinations being held on the same date, attach the CROSSFILER APPLICATION. Call to make arrangements no later than two weeks before the test date.

**8. Driver's License:** Complete the following if a license to operate a motor vehicle is required for the position that you are applying.

License #:	
Restrictions:	
Expiration Date:	
Endorsements:	
Class of License:	
Is this License Currently Valid	YES <input type="checkbox"/> NO <input type="checkbox"/>

**9. Veterans Credits:** If you wish to apply for Veterans Credits, complete the following questions and complete the Application for Veterans Credits (Refer to General Conditions and Instructions).

	YES	NO
Have you ever served in the Armed Forces of the United States? <i>(The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes).</i>		
Did you serve in the Armed Forces during any of the following periods:		
February 28, 1961 – May 7, 1975		
August 2, 1990 – end of hostilities		
*Lebanon: June 1, 1983 – December 1, 1987		
*Granada: October 23, 1983 – November 21, 1983		
*Panama: December 20, 1989 – January 31, 1990		
<i>*Credit for Lebanon, Grenada and Panama is limited to those who received the Armed Forces Expeditionary Medal, the Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal.</i>		
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?		
Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This disability must have been incurred during a Time of War period listed above.		
After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs?		
Are you currently a resident of New York State?		

**10. Additional Questions:** Check the appropriate box to the right of each question.

	YES	NO
Were you dismissed or discharged from any employment for reasons other than lack of work or funds?		
Did you ever resign from any employment rather than face dismissal?		
Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances?		
Have you ever been convicted of any crime (felony or misdemeanor)?		
Are you now under charges for any crime?		
Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any criminal charge?		

If you answered yes to any of the above questions, you may give specifics below. If you elect not to provide specifics, 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 position (s) for which you are applying.

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**11. Licenses:** If a license, certificate or other authorization to practice a trade or profession is listed as a requirement on the announcement of the examination (s) for which you are applying.

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

**12. Education:** If credit is claimed for a partially completed college curriculum or correspondence course, attach a list of courses and credit or semester hours completed. Indicate how many credit hours or courses are required for graduation. If required to indicate specific course work, do so on an attached sheet.

High School	
Have you ever graduated from High School or do you have possession of a High School Equivalency Diploma?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, Name and Location of High School or Issuing Government Authority:	
Equivalency Diploma Number:	

College, University, Professional or Technical School						
Name of School	Number of College Credits	Degree Earned	Major Subject/ Courses	Did You Graduate?		Date Degree Expected or Received
				Yes	No	

**13. Experience:** All sections must be filled out completely even if you attach a resume. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under *Description of Duties*, clearly describe the nature of work which you personally performed. Part-time experience will be prorated unless otherwise stated on the examination announcement. Verified and documented volunteer experience will only be credited when specifically stated on the examination announcement. *If you move to a different position within the same organization, indicate so in a separate employment box.* You may attach additional sheets if you need more space.

<b>Length of Employment</b>	Firm Name:	
From: /	Firm Address:	
Month/Year (mm/yyyy)	<b>Description of Duties:</b>	
To: /		
Month/Year (mm/yyyy)		
<b>Employment Details</b>		
Your Exact Title		
Name of Your Supervisor		
Supervisor's Title		
Hours worked / wk. (exclusive of overtime)		
Reason for Leaving		

<b>Length of Employment</b>	Firm Name:	
From: /	Firm Address:	
Month/Year (mm/yyyy)	<b>Description of Duties:</b>	
To: /		
Month/Year (mm/yyyy)		
<b>Employment Details</b>		
Your Exact Title		
Name of Your Supervisor		
Supervisor's Title		
Hours worked / wk. (exclusive of overtime)		
Reason for Leaving		

<b>Length of Employment</b>	Firm Name:	
From:	Firm Address:	
To: Month/Year (mm/yyyy)	<b>Description of Duties:</b>	
To: Month/Year (mm/yyyy)		
<b>Employment Details</b>		
Your Exact Title		
Name of Your Supervisor		
Supervisor's Title		
Hours worked / wk. (exclusive of overtime)		
Reason for Leaving		
<b>Length of Employment</b>	Firm Name:	
From:	Firm Address:	
To: Month/Year (mm/yyyy)	<b>Description of Duties:</b>	
To: Month/Year (mm/yyyy)		
<b>Employment Details</b>		
Your Exact Title		
Name of Your Supervisor		
Supervisor's Title		
Hours worked / wk. (exclusive of overtime)		
Reason for Leaving		

**THIS AFFIRMATION MUST BE COMPLETED**

I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying 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 and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for is covered by the employer's drug testing policy, I understand that as a condition of appointment to this position, I will be required to take and successfully pass a pre-employment drug test.

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

(State below any other name by which you have been known)

**Application Forms.** Applications may be obtained at the Schenectady County Civil Service Office or on the website at [www.schenectadycounty.com](http://www.schenectadycounty.com). Candidates will be notified of the time and place of the examination.

**Application Deadline.** Applications postmarked after midnight of the last filing date will not be considered eligible for this examination.

**Change of Address.** You must notify the Civil Service Office of any change of address.

**Special Rights for Military Personnel.**

- **Application Filing Period Extension.** Individuals serving on active duty in the armed forces during the filing period for a civil service examination, or individuals who have been discharged with other than a dishonorable discharge after the filing period has commenced will be permitted to file an application for examination no later than ten business days before the scheduled examination date, or the last date to file, whichever is later.
- **Make Up Examination.** Any member of the armed forces who properly filed, within the announced filing period, an application for a competitive examination but was unable to participate in the examination due to active military service, will be provided with a special make-up examination under the terms and conditions deemed appropriate by the New York State Department of Civil Service and/or the Schenectady County Civil Service Commission.

**Examination Fee.** A fee of **\$15.00** is required for each separately-numbered examination for which you apply. The required fee must accompany your application. If you wish to pay by credit card, please use our online application or send **certified check or money order** payable to the Schenectady County Civil Service Commission. **Cash and personal checks will not be accepted.** As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

**Examination Fee Waiver.** The examination fee will be waived for (1) those applicants who are unemployed and primarily responsible for the support of a household; (2) those applicants who are receiving SSI or public assistance (Family Assistance or Safety Net Assistance); (3) those applicants certified as Workforce Innovation and Opportunity Act (WIOA). If you wish to apply for a fee waiver, you must complete the Fee Waiver Form and attach it to your application. This form can be obtained at the Civil Service Office or on the website at [www.schenectadycounty.com](http://www.schenectadycounty.com).

**Notice to Appear for Examination.** Accepted candidates will be notified when and where to appear for the examination. If an application is disapproved, due notice will be sent.

**Use of Calculators.** Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are **prohibited**. You may not bring books or other reference material to the test site.

**Failure to Appear for Exam.** Candidates who fail to appear for the exam as scheduled will be eliminated from further consideration for this competitive examination.

**Examination Preparation and Rating.** This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written examination.

**Eligible List.** The minimum qualifications listed in this announcement have been approved by the Schenectady County Civil Service Commission for the purpose of evaluating a candidate's education, training and experience to determine admission to this examination. This examination is being conducted to establish a Civil Service Eligible List which will be certified to appointing authorities to fill available vacancies. Candidates whose names are certified for appointment have only met the minimum qualifications to take the examination. All candidates who pass the examination will be placed on an eligible list. Unless otherwise specified, the final rank order of the eligible list will be determined on the basis of the scores received on the written test, plus Veterans Credits and Seniority Credits where appropriate. The eligible list established as a result of this examination will remain in force for at least four years and may expire when a new eligible list is established.

**Seniority Credits (Promotional Exams Only).** Seniority Credits will be added to an eligible score based on continuous permanent competitive class service in the jurisdiction holding the examination. Service would be credited up to and including the date of examination as follows:

No. of Years	Credits	No. of Years	Credits	No. of Years	Credits
Less than 1 year	0	6 to 10 years	2	16 to 20 years	4
1 to 5 years	1	11 to 15 years	3	21 to 25 years	5

Each additional 5 years will be credited 1 point in accordance with the above schedule.

**Additional Credits for Eligible Children or Siblings of Firefighters and Police Officers Killed in the Line of Duty.** If you are either a child or sibling of Firefighter or Police Officer killed in the line of duty as defined in Civil Service Law Sections 85-a or b (see below), you may be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which the deceased firefighter or police officer had served. 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. **You must contact this office regarding these credits upon submission of your application for examination.**

- **Civil Service Law Section 85-a.** Children of firefighters and police officers killed in the line of duty are eligible for these additional credits.
- **Civil Service Law Section 85-b.** Siblings of Firefighters and Police Officers killed in line of duty (World Trade Center, September 11, 2001) are eligible for these additional credits. Pursuant to CSL §85-b, "killed in the line of duty" shall mean having died in the performance of duty as the natural and proximate results of participation in the rescue effort that was conducted in response to such attack.

**Special Testing Arrangements.** If you are in need an accommodation to take the examination for one of the reasons outlined below, please check the appropriate box on the Examination Application and contact the Civil Service Office at (518) 388-4233.

- **Religious Accommodations.** Most written exams are held on Saturdays. If you cannot take the exam on the announced date due to a conflict with a religious observation or practice, arrangements will be made so that you can take the examination on an alternate date.
- **Reasonable Accommodation for Individuals With a Disability.** A reasonable accommodation will be made for individuals with a disability during the application and examination process. You must provide documentation as to the accommodation you need to apply for and/or take the examination.
- **Other Reasons.** An alternate exam date may be requested for one of the following reasons. Documentation supporting the request will be required.
  1. A death in the immediate family or household within the week preceding the exam date.
  2. Medical emergencies involving the candidate or member(s) of the candidate's immediate family.
  3. Military Orders (a copy of the orders is required).
  4. Wedding – must be a member of the wedding party or an immediate family member of the bride or groom.
  5. Vacation for which a non-refundable down payment was made before the exam announcement was issued.

**Application Verification and Background Checks** – Statements made on the Examination Application are subject to verification. A clearance from the Commissioner of Education will be required for employment within a school district for those positions that are designated by the school district as having direct contact with students.

**Persons holding a permanent position in this title, in this department are not eligible for admittance to this examination.**

**Veterans Credits.** The following information and instructions pertain to those candidates who are claiming Veterans Credits. **Please note that Veterans Credits will not be granted after the establishment of the eligible list.**

- If you are claiming Veterans Credits as either a disabled or non-disabled veteran, you must check the appropriate box on the **Application for Examination** form and answer all questions accurately and completely. You must also complete the **Application for Veterans Credits** (obtained in the Schenectady County Civil Service Office or on the website at [www.schenectadycounty.com](http://www.schenectadycounty.com)), and submit the DD-214 Discharge Papers showing that you have an honorable discharge. Failure to do so may result in a denial of your claim for Veterans Credits.
- If you are claiming credits as a disabled veteran, you must in addition to meeting the requirements as indicated on the Examination Application, be certified by the United States Department of Veterans Affairs as being disabled in the actual performance of duty in any war; that the disability is rated at ten percent or more, and that the disability exists at the time of application for appointment or promotion.
- All claims and grants for Veterans Credits are tentative and must be verified through inspection of discharge papers and related documents prior to the establishment of the eligible list. All statements you make in support of your claim for Veterans Credits are subject to investigation and substantiation by the Schenectady County Civil Service Commission. In the event of subsequent disclosure of any material misstatement or fraud in your claim, your appointment may be rescinded and you may be disqualified from further appointment on which you have been granted additional credits as a result of such material misstatement or fraud.
- Any candidate who is currently serving in the Armed Forces of the United States on a full-time active duty basis, other than active duty for training, may file for Veterans Credits on an examination **prior to the list being established.**
- **Conditional Veterans Credits.** A qualified candidate receiving Conditional Veterans Credits will be restricted from certification using the credits until the appropriate documentary proof indicating that the service was in time of war and that the individual received an honorable discharge or was released under honorable circumstances has been presented. It is the candidate's responsibility to provide such proof to the Schenectady County Civil Service Office in order to have the restriction removed and be certified at a score including the Veterans Credits. Until such documentation is submitted, a candidate may only be certified with the examination score, not including the Veterans Credits.
- **Additional Veterans Credits.** Effective January 1, 2014, additional Veterans Credits may be granted to veterans who:
  1. Used Non-Disabled Veterans Credits to obtain a civil service appointment or promotion with New York State or a local government; and
  2. Subsequent to such appointment, are certified by the US Department of Veterans Affairs as having a service connected disability rated at 10% or more.