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ST. LAWRENCE COUNTY CIVIL SERVICE
48 COURT STREET
CANTON, NY 13617
APPLICATION FOR EXAMINATION OR EMPLOYMENT

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APPROVED DISAPPROVED

BY: _____
REASON: _____

Insert below, Title of Position applying for and Examination Number (if applicable)

Rev: 10/16

TITLE:

EXAM NO.

This application is part of your examination. Answer all questions fully and carefully in ink or 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 completed and detailed information.

1. PERSONAL INFORMATION

Social Security Number _____

LAST NAME FIRST NAME INITIAL

STREET ADDRESS OR ROAD

CITY STATE ZIP CODE

() ()
Home Phone Business Phone

Email address: _____

IMMEDIATE NOTICE SHOULD BE GIVEN OF ANY CHANGE IN POST OFFICE ADDRESS BEFORE OR AFTER EXAMINATION

2. CITIZENSHIP, SEX & AGE (For Police Officer, Deputy Sheriff, Corrections Officer & Probation Officers ONLY)

Are you a citizen of the United States CHECK ONE BOX
 Yes, by birth Yes, by naturalization No, not a citizen
 MALE FEMALE

For Police and Deputy Sheriff ONLY - Date of Birth _____
These questions are required by Civil Service Law. By agreement with the Commission for Human Rights, answers will not be revealed to appointing officers. If you are a naturalized citizen or your citizenship is based on naturalization of parent or spouse, submit proof to this department in person, or send proof by registered mail. Your documents will be returned by registered mail.

3. RESIDENCE

Fill in names of the city or village, town, county, state, school district of which you are an actual permanent legal resident. Show for how long you have continuously lived in each immediately preceding the date of this application.

| | Name of | YEARS | MONTHS |
|-----------------|---------|-------|--------|
| City or Village | | | |
| Town | | | |
| County | | | |
| State | | | |
| School District | | | |

4. (A) Have you ever been convicted of a crime? (felony or misdemeanor) Yes No
- (B) 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 conditions? Yes No
- (C) Are you now under charges for any crime? Yes No
- (D) Were you ever dismissed from any public employment for disciplinary reasons? Yes No
- (E) Did you ever resign from any employment rather than face discharge? Yes No

If answers to any question is "YES" give full particulars below or on additional sheet. 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.

5. Are you a certified exempt volunteer firefighter registered with St. Lawrence County Clerk's office? Yes No

6. VETERAN'S CREDITS

A disabled or non-disabled veteran who wishes to establish eligibility for additional credits MUST submit Veteran's Credit forms prior to the establishment of the eligible list.

Have you used your veteran's 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 veteran's credits again unless you had been certified as a non-disabled war veteran and became a disabled veteran after that. Effective January 1, 2014, the State Constitution was amended to permit disabled veterans to use additional credits on civil service examinations to obtain a second appointment or promotion.

- Do you claim additional credits as an honorably discharged war veteran?
 Yes, as a disabled war veteran (A)
 Yes, as a disabled war veteran requesting additional credits for second appointment or promotion (B)
 Yes, as a non-disabled war veteran (C)
 Yes, as a member of commissioned corps of the US Public Health Services (D)

If you answered Yes to (A), (B) or (C) above, check the appropriate box:

- World War II Dec. 7, 1941 - Dec 31, 1946
- Korean Conflict June 27, 1950 - Jan 31, 1955
- Viet Nam Conflict Feb. 28, 1961 - May 7, 1975
- *Hostilities in Lebanon June 1, 1983 - Dec 1, 1987
- *Hostilities in Grenada Oct. 23, 1983 - Nov 21, 1983
- *Hostilities in Panama Dec. 20, 1989 - Jan 31, 1990
- Persian Gulf Conflict Aug. 2, 1990 - End of Persian Gulf Conflict

*Armed Forces, Navy or Marine Corps expeditionary medal is required.

If you answered YES to 6. (D) above, check the appropriate box:
July 29, 1945 - Dec. 31, 1946 June 27, 1950 - July 3, 1952

7. Have you a license, certificate or other authorization to practice a trade or profession? Yes No

Name of trade or profession _____
License No. _____ Granted by _____
Licensed From: _____ To: _____

8. If a motor vehicle license is required for the position for which you are applying, give the following

Class _____ Number _____ Expiration _____

9. 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 _____

PLEASE COMPLETE PAGE 2 OF APPLICATION

| 11. EDUCATION: (If more space is required for full explanation attach additional sheets above this line) | | | | | | | |
|--|-----------------------------|------------------------|---------------------|--------------|-------------------|---------------------------------|--|
| TYPE OF SCHOOL | NAME OF SCHOOL AND LOCATION | NO. OF YEARS COMPLETED | WERE YOU GRADUATED? | DAY OR NIGHT | FULL OR PART TIME | TYPE OF COURSE OR MAJOR SUBJECT | CIRCLE HIGHEST SCHOOL YEAR COMPLETED IN GRAMMER, JUNIOR HIGH, OR HIGH SCHOOL 1 2 3 4 5 6 7 8 9 10 11 12 |
| HIGH SCHOOL | | | | | | | NUMBER OF COLLEGE CREDITS RECEIVED |
| COLLEGE, UNIVERSITY, PROFESSIONAL OR TECHNICAL SCHOOL | | | | | | | DEGREE RECEIVED |
| OTHER SCHOOL OR SPECIAL COURSES | | | | | | | |

12. **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. BEGINNING WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARD CONSECUTIVELY TO YOUR FIRST ONE. APPLICANTS MAY BE REQUIRED TO FURNISH SATISFACTORY PROOF OF EXPERIENCE CLAIMED. NO ADDITION OF NEW MATERIAL CAN BE MADE TO THIS SECTION AFTER APPLICATION APPROVAL/DISAPPROVAL. DO NOT SUBSTITUTE A RESUME FOR THIS SECTION

| | | | |
|------------------------------------|-------------------|-------------|---|
| LENGTH OF EMPLOYMENT FROM: MO. YR. | FIRM NAME: | ADDRESS: | CITY AND STATE: |
| TO: MO. YR. | TYPE OF BUSINESS: | YOUR TITLE: | NAME AND TITLE OF IMMEDIATE SUPERVISOR: |
| TOTAL: YRS. MOS | | | |
| HRS PER WEEK: | | | |
| REASON FOR LEAVING: | | | |
| DUTIES: | | | |

| | | | |
|------------------------------------|-------------------|-------------|---|
| LENGTH OF EMPLOYMENT FROM: MO. YR. | FIRM NAME: | ADDRESS: | CITY AND STATE: |
| TO: MO. YR. | TYPE OF BUSINESS: | YOUR TITLE: | NAME AND TITLE OF IMMEDIATE SUPERVISOR: |
| TOTAL: YRS. MOS | | | |
| HRS PER WEEK: | | | |
| REASON FOR LEAVING: | | | |
| DUTIES: | | | |

| | | | |
|------------------------------------|-------------------|-------------|---|
| LENGTH OF EMPLOYMENT FROM: MO. YR. | FIRM NAME: | ADDRESS: | CITY AND STATE: |
| TO: MO. YR. | TYPE OF BUSINESS: | YOUR TITLE: | NAME AND TITLE OF IMMEDIATE SUPERVISOR: |
| TOTAL: YRS. MOS | | | |
| HRS PER WEEK: | | | |
| REASON FOR LEAVING: | | | |
| DUTIES: | | | |

THE NEW YORK STATE HUMAN RIGHTS LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, MILITARY STATUS, SEX, DISABILITY, GENETIC PREDISPOSITION OR CARRIER STATUS, OR 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, CREED, COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, MILITARY STATUS, SEX, DISABILITY, GENETIC PREDISPOSITION OR CARRIER STATUS, OR MARITAL STATUS OR CRIMINAL RECORD IN CONNECTION WITH EMPLOYMENT BY THE MUNICIPALITY.

BACKGROUND INVESTIGATIONS, FINGERPRINTS AND FEES
 FINGERPRINTING IS SOMETIMES REQUIRED AT THE TIME OF APPOINTMENT. IF SO, YOU MAY BE REQUIRED TO PAY THE PROCESSING FEE. BACKGROUND INVESTIGATION: APPLICANTS MAY BE REQUIRED TO UNDERGO A STATE AND NATIONAL CRIMINAL HISTORY BACKGROUND INVESTIGATION, WHICH WILL INCLUDE A FINGERPRINT CHECK, TO DETERMINE SUITABILITY FOR APPOINTMENT. FAILURE TO MEET THE STANDARDS FOR THE BACKGROUND INVESTIGATION MAY RESULT IN DISQUALIFICATION.
 USE ADDITIONAL SHEETS AS NEEDED RETURN TO: ST. LAWRENCE COUNTY CIVIL SERVICE, 48 COURT STREET, CANTON NY 13617