

APPLICATION FOR CIVIL SERVICE EXAMINATION OR EMPLOYMENT

Application Instructions and Information Listed on Page 4

Oneida County Department of Personnel, 800 Park Avenue Utica, NY 13501

John P. Talerico – Commissioner of Personnel

Phone: (315) 798-5726 Fax: (315) 798-6490 Website: www.ocgov.net

NO E-MAILED OR FAXED APPLICATIONS WILL BE ACCEPTED

Form with sections: POSITION TITLE, EXAM NUMBER, SOCIAL SECURITY #, E-MAIL ADDRESS; Personal Information (Last Name, First Name, MI, etc.); Address Information; Questions A-H; Remarks; CIVIL SERVICE USE ONLY; and THIS AFFIRMATION MUST BE COMPLETED.

EDUCATION: List all education showing you meet the minimum qualifications. If home instruction was provided, a copy of the IHIP **MUST** accompany application. If education beyond high school or high school equivalency is required, copy of transcripts showing credit hours, major, and date of completion **MUST** accompany application. If education was obtained in other than the United States, see instruction A, page 4.

Have you graduated from high school? <input type="checkbox"/> YES <input type="checkbox"/> NO	NAME <u>AND</u> LOCATION OF HIGH SCHOOL	YEAR GRADUATED
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Do you have a high school equivalency diploma? <input type="checkbox"/> YES <input type="checkbox"/> NO	ISSUING AUTHORITY	DATE OF ISSUE
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	Name of School or College and Address	Dates of Attendance (MM/YY) From To	Type of Course or Major Subject	Number of Credits Received	Type of Degree Received	Date Degree Received
College, University, Professional, or Technical School

Other Schools or Special Courses

LICENSES: If a license or other authorization to practice trade or profession is listed as a requirement for the title you are applying for, complete the following. You **MUST** also submit a copy of your license with this application.

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.)	

DESCRIPTION OF EXPERIENCE: Beginning with your most recent employer, list all applicable experience. **All** fields must be completed for each position held and descriptions must **CLEARLY** show you meet the minimum qualifications. Part-time experience may be pro-rated. If hours per week vary, provide an average. If listing self-employment, see instruction B, page 4.

Dates Employed MO YR MO YR / to /	Employer	Address	City and State
Hours per week	Job Title	Supervisor's Name	Supervisor's Title
			Type of Business

Describe specific work performed and job responsibilities:

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Describe specific work performed and job responsibilities:

INSTRUCTIONS AND INFORMATION

For more information or help completing the application, call (315) 798-5726.

Before filling out your application, read the examination announcement and/or job description carefully (available at www.ocgov.net). **This application is part of your examination.** Answer all questions fully and carefully, making sure all boxes are filled in or checked. Resumes will **NOT** be accepted in lieu of this application. Print in ink or type. If necessary, attach additional sheets to give complete and detailed information.

- **Applicants must answer all questions on the application. Incomplete applications will be disapproved.**
- **ALL STATEMENTS ARE SUBJECT TO VERIFICATION. Any false, misleading, or unverified information may result in disqualification.**
- **NO E-MAILED OR FAXED APPLICATIONS WILL BE ACCEPTED.**

- A. **FOREIGN EDUCATION:** High school from other than U.S. schools may be verified by a transcript and against college-entry requirements in the corresponding country. Applicable documentation must be submitted. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies providing this service may be obtained in person from the Oneida County Department of Personnel, by mail (include a self-addressed, stamped envelope) OR on the New York State Department of Civil Service website: www.cs.ny.gov/jobseeker/degrees.cfm. You will be responsible for the required evaluation fee.
- B. **SELF-EMPLOYMENT:** All self-employment must be verifiable and requires submission of a DBA certificate as well as any other applicable documentation.
- C. **NON-REFUNDABLE EXAM FILING FEE:** Refer to the front of the examination announcement for the required filing fee. Enclose a **MONEY ORDER ONLY** for the total amount, made payable to **ONEIDA COUNTY**. Do NOT send cash or checks. IF YOUR APPLICATION IS DISAPPROVED, THE FEE WILL NOT BE REFUNDED.

APPLICATION FEE WAIVERS: You will be allowed a waiver of the application fee if you meet the qualifications as stated on the examination announcement.

- D. **ADMISSION TO EXAM:** Applications are reviewed for qualifying status. If your exam application is disapproved, you will be notified of the reason and given an opportunity to amend your application. All amendments to applications are due by the amendment due date listed on your disapproval letter. IF YOU DO NOT RECEIVE AN ADMISSION LETTER THREE (3) DAYS BEFORE THE EXAM DATE, **CALL: (315) 798-5726**. Collect calls will not be accepted.
- E. **CHANGE OF ADDRESS:** Notify the Oneida County Department of Personnel immediately of any change of address by filling out a *Change of Information* form. This form is available at www.ocgov.net/personnel and in the Oneida County Department of Personnel Office.
- F. **SPECIAL ARRANGEMENTS:** If you need special arrangements because you are a person with a disability, are requesting a military make-up exam, or need a religious accommodation you must, EITHER: Check the appropriate box on the first page of the application and indicate the special arrangements you require in the "REMARKS" section OR write to our office no later than the last filing date for this exam. Your request must include the exam number and title, the type of special arrangements required, and applicable documentation.

Military Services Members: If you apply for an examination during the filing period but are on active duty on the date the examination is scheduled, you may request a military make-up examination. Contact the Oneida County Department of Personnel for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten (10) business days before the test date.

It is the policy of the New York State Department of Civil Service and Oneida County to provide qualified persons with disabilities an equal opportunity to participate in and receive the benefits, services, programs, and activities of the department and to provide such persons reasonable accommodations and reasonable modifications as are necessary to enjoy such equal opportunity, including accommodations in the examination process. Further, it is the policy of the department to provide reasonable accommodation for religious observers.

- G. **VETERANS' CREDITS:** Disabled or non-disabled veterans who have served on active duty during the creditable periods of war, who have been honorably discharged/released, and who are New York State residents at the time of application for examination will be eligible for Veterans' Credits. **Eligible veterans must submit member 4 copies of their Honorable Discharge Forms (DD-214) with their applications.** By law, copies of DD-214s must be submitted prior to the establishment of the eligible list in order to receive credits. An option of waiving these credits will be allowed up until appointment. Applicants who claim additional credits as disabled veterans must also submit copies of their benefits letters.

Candidates who meet the Veterans' Credits criteria currently serving in the Armed Forces of the United States may apply for Veterans' Credits and receive conditional Veterans' Credits until a member 4 copy of the Honorable Discharge Form (DD-214) is submitted.

Armed forces is defined as the Army, Navy, Marine Corps, Air Force, Coast Guard and the National Guard when in service for the United States. Such service must be or have been on a full-time active duty basis, other than for training purposes.

- H. **PERSONAL PRIVACY PROTECTION LAW NOTIFICATION:** The information that 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 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. For further information, relating *only* to the Personal Privacy Protection Law, call (518) 457-9375.

- I. **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.

Oneida County is an Equal Opportunity/Affirmative Action Employer

It is the policy of the New York State Department of Civil Service and Oneida County to provide for and promote equal employment opportunity in employment, compensation, and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.