

ONTARIO COUNTY APPLICATION FOR EXAMINATION OR EMPLOYMENT

MAIL OR DELIVER TO:

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES • 3019 COUNTY COMPLEX DRIVE • CANANDAIGUA • NEW YORK 14424
www.co.ontario.ny.us/humanresources

TYPE OR PRINT CLEARLY IN INK all parts of this application.

1. JOB/EXAM TITLE

2. NAME AND ADDRESS: IMMEDIATE notice should be given for any change in item #2.

LAST FIRST MIDDLE SOCIAL SECURITY #

Indicate any other surname (last name) by which you are or have been known

LEGAL MAILING ADDRESS CITY

STATE ZIP CODE

HOME PHONE NO. BUSINESS PHONE NO.

SCHOOL DISTRICT YEAR/MONTHS

TOWN/VILLAGE YEAR/MONTHS

COUNTY YEAR/MONTHS

3. VETERANS' CREDIT (IF APPLICABLE, CHECK ONE) VETERAN DISABLED VETERAN CURRENTLY ACTIVE

Currently active military personnel may apply for conditional credit pending honorable discharge. 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 ! points of credits for PROMOTIONAL Examination), added to their earned scores provided that they have not used credits to obtain permanent appointment or promotion subsequent to January 1, 1951.

Check appropriate box to right of each question:

A. Did you serve in the Armed Forces of the United States during any of the following periods? YES NO
B. Are you currently a resident of New York State? YES NO
C. Since January 1, 1951, have you 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? YES NO

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

4. INDICATE ANSWER BY PLACING AN "X" IN THE APPROPRIATE SPACE.

A. Were you ever dismissed from any employment except for lack of work or funds, disability or medical condition? YES NO
B. Did you ever resign from any employment rather than face discharge? YES NO
C. Are you now under charges for any crime? YES NO
D. CONVICTION Have you ever been convicted of any crime (felony or misdemeanor)? YES NO
If yes, explain in #5. Give for each case: 1) Charge, 2) Place, 3) Date, 4) Action taken
You may omit: 1. Parking violations. 2. Any offense which was adjudicated in a juvenile court or under a youthful offender law.
Convictions will not necessarily disqualify you. What you were convicted of and how long ago is important. Each case is evaluated in relation to the duties and responsibilities of the position for which you have applied.

5. USE THIS SPACE FOR ANY EXPLANATIONS. (Attach additional sheets if more space is needed.)

6. A. Do you have a legal right to reside and accept employment in the United States? YES NO
B. CITIZENSHIP: Are you a citizen of the United States? YES NO
C. If minimum and/or maximum age limits are established for the position applied for, enter your date of birth here
D. Sibling of Fire Fighter lost in 9/11/01? YES NO

7. EMPLOYMENT PREFERENCES: (applies to all exams/jobs) In addition to full time, I will accept part-time I will accept temporary
I will accept work at the following agencies: COUNTY CITIES VILLAGES TOWNS SCHOOL DISTRICTS FLCC
Shift Work: I will work evenings and/or nights. YES NO

8. Do you need special arrangements for this exam (Religious Accommodation or disabled)? If yes, explain in #5 YES NO

DECLARATION (This affirmation must be signed and dated.)
I understand that false statements made herein are punishable as a Class A Misdemeanor, pursuant to Section 210.45 of the Penal Law of the State of New York. I declare that, subject to the penalties of perjury, any statements made on this application and any attachments are the truth and to the best of my knowledge correct.

SIGNATURE DATE

HUMAN RESOURCES USE ONLY
APPROVED PENDING CONDITIONAL DISAPPROVED

COMMENTS CHECK # DATE WVD

9. EDUCATION If more space is needed, attach additional sheets.

Type of School	Name of School and Location	Years Completed	Graduated?	Major Course of Studies	College Credits Received	Type of Degree Received	Date Degree Received
High School or Equivalency Diploma Number							
College, University, Professional or Technical School							
Other Schools or Special Courses							

10. LICENSE Do you possess a license to practice a trade or profession? YES NO (Complete only if the position for which you are applying requires one.)

Name of trade or profession _____ License/Certificate Number _____
 Licensing Agency _____ City/State _____
 Original date of issue _____ Date of expiration _____

11. DRIVER'S LICENSE (Complete only if the position for which you are applying requires one.)

Number _____ Date of expiration _____
 Indicate class of license _____ Endorsements _____ Restrictions _____

12. EXPERIENCE: YOU MUST COMPLETE THIS SECTION WHETHER YOU SUBMIT A RESUME' OR NOT. Describe the nature of the work personally performed by you, with estimated percentage of time on each type of work. State size and kind of workforce, if any, supervised by you and the extent of such supervision. DESCRIBE IN DETAIL, beginning with your most recent employment and working backwards to your first, any employment 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. Applicants may be required to furnish proof of all experience claimed. COMPLETE ALL SECTIONS. IF MORE SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS AT TOP OF PAGE.

Length of Employment From: Mo. Yr.	Firm Name	Address	City and State
To: Mo. Yr.	Type of Business	Your Title	Name and Title of Your Supervisor
Yrs. Mos.			
Salary:	Duties:		
Hours per week:			
Reason for leaving:			
Length of Employment From: Mo. Yr.	Firm Name	Address	City and State
To: Mo. Yr.	Type of Business	Your Title	Name and Title of Your Supervisor
Yrs. Mos.			
Salary:	Duties:		
Hours per week:			
Reason for leaving:			
Length of Employment From: Mo. Yr.	Firm Name	Address	City and State
To: Mo. Yr.	Type of Business	Your Title	Name and Title of Your Supervisor
Yrs. Mos.			
Salary:	Duties:		
Hours per week:			
Reason for leaving:			
Length of Employment From: Mo. Yr.	Firm Name	Address	City and State
To: Mo. Yr.	Type of Business	Your Title	Name and Title of Your Supervisor
Yrs. Mos.			
Salary:	Duties:		
Hours per week:			
Reason for leaving:			

Guaranteed Education Loan Questionnaire

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

1. Have you any loans made or guaranteed by the New York State Higher Education Services Corporation which are currently outstanding? YES NO
2. If so, are you presently in default on any such loan? YES NO

Name _____

Address _____

City, State, Zip _____

Exam # and Title _____

THIS AFFIRMATION MUST BE COMPLETED. I affirm, under penalty of perjury, that all statements made above are true

Signature _____ Date _____

Methods Research Questionnaire (Optional)

The CONFIDENTIAL and VOLUNTARY reply will be used to evaluate recruitment, examination and testing methods. This reply will in no way affect your participation in this or future Civil Service examinations. This information is for research purposes only.

1. Birth date * _____
2. Disabled?* YES NO
3. Check only one box which identifies your group.*
 MALE FEMALE
 White Black Hispanic Asian American American Indian
4. How did you learn about this job?
 Ontario County Personnel Internet NYS Employment Office
 Private Employment Office Community Organization
 Newspaper _____ Relative/Friend
Title _____
 Government Employee Radio and/or Television
- *New York State Law prohibits discrimination because of race, creed, color, nation of origin, age, sex, disability, or marital status.