



## APPLICATION FOR EXAMINATION OR EMPLOYMENT

\_\_\_\_\_

Title and/or Exam Number of Position

**1. SOCIAL SECURITY NUMBER:**

-                      -

**2. FULL NAME AND ADDRESS**

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

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

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

**RESIDENT STREET ADDRESS** (if different from above):

\_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBER** (include area code):

\_\_\_\_\_

Cell                                      Other

**E-MAIL:** \_\_\_\_\_

**3. RESIDENCE**

If you are applying for an open-competitive examination, please indicate, below, the municipality/district in which you will be a legal resident prior to the examination date.

County:
Town:
Village:
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 taking exams with NY State or any other Civil Service Agency that are being held on the same date as the exam(s) you are applying for with Albany County?**

Yes       No

If yes, please attach the Cross-file Application (available on our website) and list all examinations. You do not need to cross-file if you are ONLY taking Albany County Civil Service exams scheduled for the same day.

**6. Are you requesting special testing accommodation(s), such as:**

1. For a disability?       Yes       No
2. 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

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. VETERANS' 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 NYS motor vehicle license is required for the position for which you are applying, please give the following:**

Date of Expiration:                      Number:                      Class:                      Endorsements:

**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 or a high school equivalency diploma (GED)?  Yes  No

### College, University, Professional or Technical School Information

Name and Location of School	Dates of Attendance (Month/Year)	Major or Concentration	Number of Credits in Field Relevant to Exam	Did you Graduate?	Type of Degree Received	Date Degree Received or Expected

**Transcript Policy:** Transcripts must be submitted for those exams or positions that require a degree to meet the minimum qualifications as listed on the announcement or job posting. If a transcript is required, you do not necessarily need to provide an original or official copy. However, what you do submit must indicate completion of the degree (often listed as "degree conferred" or "degree awarded"), your name and the name of the college/university. We will accept online printouts as long as the aforementioned three items appear on the transcript. A URL address on an online transcript webpage is sufficient indication of the name of the school. Digital versions of transcripts may be submitted to: [csinfo@albanycounty.com](mailto:csinfo@albanycounty.com)

Transcript is included with the application?

Transcript is on file with Albany County Civil Service?

Transcript will be submitted at a later date?

Please submit transcript(s) as soon as possible. You cannot be added to an eligible list until required transcript(s) have been submitted/approved.

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 (required) Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ License # \_\_\_\_\_ Currently Licensed From: Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ To: Mo. \_\_\_\_\_ Yr. \_\_\_\_\_

## Employment Experience

Describe below relevant experience that might qualify you for the position sought. It is your responsibility to demonstrate that you meet the minimum qualifications listed on the exam announcement or job posting. Only list relevant experience. **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
Avg. # of hours per week (required)	Paid? Yes / No	Type of business	Title
Name and title of Supervisor			

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
Avg. # of hours per week (required)	Paid? Yes / No	Type of business	Title
Name and title of Supervisor			

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
Avg. # of hours per week (required)	Paid? Yes / No	Type of business	Title
Name and title of Supervisor			

Describe duties:

Reason for Leaving:

THE NEW YORK STATE HUMAN RIGHTS LAW (ARTICLE 15) PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, MILITARY STATUS, SEX, MARITAL STATUS OR DISABILITY. 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, MARITAL STATUS, OR DISABILITY 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. If claiming credits as a disabled war veteran, you must also include official paperwork (typically from the Veterans Administration) indicating disability rating/percentage.**

### 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) unless you had been certified as a non-disabled war veteran and became a disabled veteran after that.**

**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.

➤ 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.

➤ If a veteran previously received five (non-disabled) points on an open-competitive examination and subsequently became certified as disabled, he or she would be entitled to receive another five (disabled) points on a subsequent examination whether an open-competitive or a promotion examination.

➤ If a veteran previously received two and one-half (non-disabled) points on a promotion examination and subsequently became certified as disabled, he or she would be entitled to receive another seven and one-half (disabled) points on a subsequent examination whether an open-competitive or a promotion examination.

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.

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.