



Department of Human Resources

Maggie Brooks, County Executive

Brayton M. Connard, SPHR, Director

Employment/Civil Service Exam Application

Rev. 2/2009

For Office Use Only			
Qualifying Title: _____	Qualified	Yes <input type="checkbox"/>	Check # and Bank _____
Qualifying Date: _____		No <input type="checkbox"/>	Waiver <input type="checkbox"/> Waiver-e <input type="checkbox"/>
Qualifying Dept./Jurisdiction: _____	Reviewer's Initials _____		No Fee <input type="checkbox"/>
Seniority Date: _____			Exam Series _____
Position applying for: _____		Examination # _____	
Name: _____ <small style="display: flex; justify-content: space-between; width: 100%;">Last First Middle</small>		Examination date: _____	
State any other name, assumed name or nickname, by which you are/have been known _____			
Mailing Address: _____ <small style="display: flex; justify-content: space-between; width: 100%;">Street City State Zip Code</small>			
Residence Address: _____ <small style="display: flex; justify-content: space-between; width: 100%;">Street (P.O. Box will not be accepted, must use current home address) City State Zip Code County</small>			
Have you been a resident of Monroe County for the past four months?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Home Telephone Number: _____		Social Security Number: _____	
Work Telephone Number: _____		E-mail address: _____ <small style="text-align: right;">(Optional)</small>	
If applying for Police Officer, Deputy Sheriff or Firefighter positions, please indicate date of birth: _____			
Have you served in the Armed Forces of the U.S.A.? Yes <input type="checkbox"/> No <input type="checkbox"/> Dates of active service From _____ To _____			
Veterans of the Armed Forces and Active Duty members soon to be discharged wishing to claim additional examination credits as veterans or disabled veterans must submit a form VC-1 and/or form VC-4 and a copy of their discharge papers (form DD-214) with our office.			
Have you ever, since January 1, 1951, been permanently appointed or promoted in the service of NY State or any of its civil divisions from an eligible list as a result of additional veterans credits granted you on such list? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, name agency that established the eligible list: _____			
An answer of YES to any of the following questions does not represent an automatic bar to employment. Each case is considered and evaluated in relation to the duties and responsibilities of the position for which you are applying:			
Were you ever convicted of any violation of law other than a minor traffic violation?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were you ever removed from any type of employment?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

I declare that the statements made in this application (including statements made in my accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. Any false statements made may result in termination of employment. I further understand, and will otherwise submit thereto, that in accordance with the County's pre-employment drug testing policy, I may be required to submit to a urinalysis test as a condition for employment. Applicants may also 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.

Signature

Date

210 County Office Building * 39 West Main Street * Rochester, NY 14614-1471
Phone: (585) 753-1700 * TTY: (585) 753-1091 * WEB SITE: www.monroecounty.gov

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.
An Equal Opportunity Employer

Are you a citizen of the United States?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, do you have a legal right to work in the U.S.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a valid New York State Driver's License?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what class _____		
Will you accept part-time work?	<input type="checkbox"/>	<input type="checkbox"/>	Will you accept temporary work?	<input type="checkbox"/>	<input type="checkbox"/>

License/Certification

Do you have a license, certification, or other authorization to practice a trade or profession? Yes No Is this certification permanent? Yes No

Name of trade or profession: _____ License/Certificate Number: _____

Licensing Agency: _____ Licensed from: _____ to: _____

Education

Have you received a High School Diploma? Yes No If no, have you received a General Equivalency Diploma (G.E.D.)? Yes No

Check the highest grade completed 8 9 10 11 12

Education above high school level

Name of School	Location (State)	Course or Major	Credits Completed Sem. Hrs. Qtr. Hrs.	Type of Degree/Certificate Received
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Training

Other training you received (i.e., work training programs, Armed Forces training). Please estimate training hours received:

Course/Program	Hours
_____	_____
_____	_____

Work Experience

Describe your employment, including military experience, beginning with your current or most recent employment. Submission of a resume does not relieve you of the responsibility for completing all sections of this application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

Starting Date _____ Ending date _____
Month/Day/Year Month/Day/Year

Name & address of current or most recent employer _____

Salary _____ Hours worked per week _____

Reason(s) for leaving _____

Your job title _____

Immediate Supervisor's name _____ Title _____ Phone _____

Description of duties _____

Work Experience (continued)

Starting Date _____ Ending date _____
Month/Day/Year Month/Day/Year

Name & address of employer _____

Salary _____ Hours worked per week _____

Reason(s) for leaving _____

Your job title _____

Immediate Supervisor's name _____ Title _____ Phone _____

Description of duties _____

Starting Date _____ Ending date _____
Month/Day/Year Month/Day/Year

Name & address of employer _____

Salary _____ Hours worked per week _____

Reason(s) for leaving _____

Your job title _____

Immediate Supervisor's name _____ Title _____ Phone _____

Description of duties _____

If you have additional work experience, please copy this page and attach additional sheets as needed. Be sure to include your name and social security number on all attachments. Volunteer experience must be documented by statement of verification from the agency representative regarding number of hours worked per week and activities performed.

Special Arrangements for Examination

If you need special arrangements because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)], or if you have a disability that requires you to have special accommodations or assistance for the completion of this application or for you to participate in an examination, you must notify this Department at 585-753-1700 or 585-753-1091 (TDD) no later than the last date of filing for this (these) examination(s). Your request must include examination number(s) and title(s) and the type of special arrangements required accompanied by all supporting documentation.

Monroe County, as an employer, does not discriminate on the basis of a disability and will make reasonable accommodations for employees with special needs, due to a disability. It is the responsibility of the applicant or employee to voluntarily disclose that they require an accommodation based on their disability.

Application Fee for Examination

If the examination announcement indicates that an application fee is required for the examination(s) for which you are applying, **you must submit the required fee for each separate examination.** The required fee amount for each examination will be listed on the announcement. Enclose a **check or money order** payable to the **Monroe County Director of Finance** with this application. **WE DO NOT ACCEPT CASH.**

Your application fee will not be refunded if you do not meet the requirements for admission to the examination. Compare your qualifications carefully to the requirements stated on the announcement and file only for those examinations for which you are clearly qualified.

Application Fee Waiver – please read exam announcement for information

I am requesting that the application fee be waived because (check all that apply):

- I am totally unemployed and primarily responsible for the support of my household.
 I am receiving public assistance from the Monroe County Department of Human and Health Services.
Indicate type of assistance.
- Safety Net
 Family Assistance

Case Number _____

- I am receiving Supplemental Security Income (SSI)
 I am WIA eligible. Indicate name of caseworker _____
Phone number _____

- I am a full-time employee represented by the Monroe County unit of CSEA. I am employed in a Monroe County Department at grade 10 or below.

Job title and grade _____

- I am represented by the Federation of Social Workers. I am employed at grade 52 or below or this exam is in my career path.

Job title and grade _____

I affirm that the information given above is true and correct. I understand that my claim for waiver is subject to verification and, if not supported by appropriate documentation, is grounds for barring appointment.

X _____
Signature of applicant

Date

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Application for Examination Supplement

(To be filled in only if you are applying for a Civil Service Exam.)

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

1. Do you have 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 loans?

Yes No

Name: _____
(Last name, first name, middle initial)

Legal Address: _____

City, State, Zip: _____

Examination Title and Number: _____

This affirmation must be completed:

I affirm under penalties of perjury that all statements made on this application supplement are true.

Signature

Date



Department of Human Resources

Monroe County, New York

Maggie Brooks
County Executive

Brayton M. Connard
Director

EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM

Completion of this form is voluntary for all applicants for positions within the Monroe County system. The information provided is filed with the Department of Human Resources, Division of Affirmative Action and will be kept confidential. The information is not for selection purpose, but only to assist in the evaluation of the County's efforts relative to the Equal Employment Opportunity Program. Please return this form with your application after completion.

1. Name: _____
Last First Middle
2. Position/Exam Title applying for: _____
3. Exam Number (if applicable): _____

4. Race/Ethnicity (check one only):

- White (Not of Hispanic origin): All persons having European, North African or Middle Eastern origin.
- Black (Not of Hispanic origin): All persons having origin in any of the Black racial groups of Africa.
- Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.
- Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Island. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native: All persons having origin in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.