

Application for Examination or Employment  
MSD-330

Columbia County Civil Service Commission  
401 State St., Hudson, N.Y. 12534  
518-828-6622 | www.columbiacountyny.com

Position Title \_\_\_\_\_

Exam # \_\_\_\_\_

This application is part of your exam. Answer all questions fully and carefully. Print in ink. Attach additional sheets if necessary in order to give complete and detailed information.

1. Name (please print)

Last \_\_\_\_\_ First \_\_\_\_\_ Middle init. \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone # (home) \_\_\_\_\_ (Business) \_\_\_\_\_

1a. Mailing address (if different from above) \_\_\_\_\_

Email address \_\_\_\_\_

2. Social Security # \_\_\_\_\_

3. Are you under 18 or over 70 yrs. of age?

yes  no

If yes or if minimum age limits are established for the position applied for, enter your date of birth here: Mo. \_\_\_ Day \_\_\_ Year \_\_\_

4. Veterans' credit

If, for this examination, you wish to claim additional credit as an honorable discharged veteran, check the appropriate box and answer questions 10 A-F. Please request additional forms to apply for veteran credit.

- Disabled war veteran
- Non-disabled war veteran

5. Special arrangements (please explain on separate sheet)

- Religions accommodation\*  Handicapped person
- Alternate Test Date (see Alternate Test Date Policy on website)

\*most written tests are held on Saturday. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, or need arrangements for an alternate date check the above box. We will make arrangements for you to take the test on a different date per Alternate Test Date Policy.

6. If you are not a citizen of the U.S., do you have the legal right to accept employment in the U.S.?

yes  no

7. Remarks:

8. County, Town & school district in which you now reside:

County \_\_\_\_\_ #yrs \_\_\_\_\_  
Town \_\_\_\_\_ #yrs \_\_\_\_\_  
School district \_\_\_\_\_ #yrs \_\_\_\_\_  
Village \_\_\_\_\_ #yrs \_\_\_\_\_

Are you an exempt firefighter  yes  no

**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.

**Multiple exams:** If you have applied to participate in multiple exams (state, county, etc.) scheduled to be held on the same test date, you must notify this office no later than 2 weeks prior to the date of this exam.

Civil Service use only:

Date \_\_\_\_\_ By: \_\_\_\_\_  
 Approved  Conditional  Disapproved

9. Check the appropriate box to the right of each question:

- 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 U.S. which was other than "Honorable" or which was issued under other than honorable circumstances?  yes  no
- D. Have you ever been convicted of any crime (felony or misdemeanor)?  yes  no
- E. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal changes?  yes  no
- F. Are you now under charges for any crimes?  yes  no

If you answered "yes" to any of Questions 9 A-F above, you may give specifics under "Remarks" in section #7. If you elect not to provide specifics, however, or if such explanation is insufficient, you may be required to submit further information. 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.

10. Answer questions 10-A-F only if you are claiming additional credit as a disabled or non-disabled war veteran for the examinations indicated on this application.

- A. Are you currently or have you ever served in the Armed Forces of the U.S. Yes  No   
(Army, Navy, Marine Corps, Air Force and Coast Guard when in the service of the U.S. pursuant to call as provided by law on a full time active duty basis other than active duty for training purposes)
  - B. Did you receive a discharge that was honorable or were you released under honorable circumstances? Yes  No
  - C. Were you a resident of NYS on the date of your **initial entry** in the Armed Forces of the US? Yes  No
  - D. Did you serve in the Armed Forces of the U.S. during Any of the following periods? Yes  No   
Dec. 7, 1941 to Dec. 31, 1946; June 27, 1950 to Jan. 31, 1955; Feb 28, 1961 to May 7, 1975 OR U.S. Public Health Service: July 29, 1945 to Sept. 2, 1945 OR June 26, 1950 to July 3, 1952; OR A member of the National Guard activated during the U.S. Postal strike March 23, 1970 to March 30, 1970; OR June 1, 1983 to Dec. 1, 1987 (Lebanon) OR Oct. 23, 1983 to Nov. 21, 1983 (Grenada) OR Dec. 20, 1989 to Jan. 31, 1990 (Panama) OR Aug. 2, 1990 to (no ending date) Persian Gulf
- \*ADDITIONAL EXAMINATION CREDITS PURSUANT TO CIVIL SERVICE LAW SECTION 85-a** If you are a child or sibling of a firefighter, police officer, emergency medical technician, or paramedic who was killed in the line of duty in the service of New York State, you may be entitled for additional examination credits pursuant to Civil Service Law Section 85-a. For further information, please contact the Columbia County Civil Service Commission
- E. Are you currently a resident of New York State? Yes  No
  - F. Since Jan. 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

(Note credit for Lebanon, Grenada, and Panama will be limited to those who received the Armed Forces Expeditionary Medal, the Navy Expeditionary Medal or the Marine Corps Expeditionary Medal.)

NOTE: When filling out your application form, check to make sure that all appropriate questions have been answered. An incomplete application may result in its disapproval.

ALL STATEMENTS ARE SUBJECT TO VERIFICATION  
THIS AFFIRMATION MUST BE COMPLETED:

I affirm that the statements made on this application, including any attached papers are true under the penalties of perjury.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Indicate any other last name by which you are or may have been known:  
\_\_\_\_\_

Civil Service use only:  
 Receipt # \_\_\_\_\_  
 Amount \$ \_\_\_\_\_  
 Received by: \_\_\_\_\_

Section 50-b of the NYS Civil Service Law requires that all applicants for exam be asked the following:  
 Have you any loans made or guaranteed by the NYS Higher Education Services Corp. which are currently outstanding?  yes  no  
 If so, are you presently in default on any such loan?  yes  no

**11. Have you graduated from high school?**  Yes  No Year you graduated: \_\_\_\_\_  
 If yes, name and location of high school: \_\_\_\_\_  
 If you have a high school equivalency diploma, indicate issuing Government Agency: \_\_\_\_\_  
 Diploma # \_\_\_\_\_ Date of issue \_\_\_\_\_

	Name of school & location	Dates of Attendance	Major / Area of Study	Number of credits earned	Type of degree	Date degree received or expected
College or university						
Other schools or special courses						

**12. Licenses.** If a license, certificate or other authorization to practice a trade or profession is listed as a requirement on the announcement of the examination(s) for which you are applying, complete the following:  
 Trade: \_\_\_\_\_ License # \_\_\_\_\_ Date of Issue: \_\_\_\_\_

**13. If required on the announcement, do you have a valid license to operate a motor vehicle in New York State?**  Yes  No

**14. Description of experience** (Answer this question only if the announcement specifies minimum experience requirements)

<b>Length of employment</b>	<b>Firm name</b>	<b>Address</b>	<b>City &amp; State</b>
From: Month Year	Duties:		
To: Month Year			
Type of Business:			
Name of Supervisor:			
Your exact title:			
No. of hours worked/week:			
<b>Length of employment</b>	<b>Firm name</b>	<b>Address</b>	<b>City &amp; State</b>
From: Month Year	Duties:		
To: Month Year			
Type of Business:			
Name of Supervisor:			
Your exact title:			
No. of hours worked/week:			
<b>Length of employment</b>	<b>Firm name</b>	<b>Address</b>	<b>City &amp; State</b>
From: Month Year	Duties:		
To: Month Year			
Type of Business:			
Name of Supervisor:			
Your exact title:			
No. of hours worked/week:			