

# APPLICATION FOR CIVIL SERVICE EXAMINATION OR EMPLOYMENT

## Lewis County Civil Service

7660 North State Street Lowville, NY 13367

Phone: (315) 376-5349 Fax: (315) 376-5152 Website: [www.lewiscountyny.org](http://www.lewiscountyny.org)

<b>POSITION TITLE</b>	<b>EXAM NUMBER</b>	<b>SOCIAL SECURITY #:</b> _____
_____	_____	<b>EMAIL ADDRESS:</b> _____

<b>Print Last Name</b>	<b>First</b>	<b>MI</b>	<b>(Area Code) Home Phone</b>	<b>(Area Code) Business Phone</b>
_____	_____	_____	(____) _____	(____) _____
<b>Permanent Legal Address</b>			<b>(Mailing Address if different)</b>	
_____			_____	
<b>Street</b>	<b>Apt</b>	<b>Street</b>	<b>Apt</b>	
_____	_____	_____	_____	
<b>City / Town</b>	<b>State</b>	<b>Zip Code</b>	<b>City / Town</b>	<b>State</b>
_____	_____	_____	_____	_____

<b>Referring to your PERMANENT LEGAL ADDRESS</b> , complete all items which apply to where you live.			<b>If age is required on announcement for appointment or to take the examination, complete Date Of Birth:</b>  <b>DOB:</b> ____/____/____	
	<u>NAME</u>	<u>Years</u>		<u>Months</u>
What School District do you live in and for how long? _____	_____	_____		_____
What City do you live in and for how long? _____	_____	_____		_____
What Village do you live in and for how long? _____	_____	_____		_____
What Town do you live in and for how long? _____	_____	_____	_____	
What County do you live in and for how long? _____	_____	_____	_____	

A. Are you a citizen of the United States? <input type="radio"/> YES <input type="radio"/> NO (If NO, see Instruction H on page 4)	<b>SPECIAL ARRANGEMENTS</b> (Optional—See Instruction E, on page 4)  <input type="radio"/> Religious Accommodation <input type="radio"/> Military <input type="radio"/> Disability
B. Are you or were you an exempt volunteer firefighter? <input type="radio"/> YES <input type="radio"/> NO	

**Check 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, funds, disability or medical condition?     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

D. Are you now under charges for any crime?     YES     NO

E. Have you ever been convicted of any crime (felony or misdemeanor)?     YES     NO

If you answered "YES" to any of the Questions A-D above, you may give specifics under "Remarks" on page 3 of this application. If you elect not to provide specifics, 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 (s) for which you are applying.

F. Are you currently or have you ever served in the Armed Forces of the United States? If yes, complete questions for Veterans' Credits.     YES     NO

**VETERANS' CREDITS** If you wish to claim additional credits complete questions 1-4

**Disabled War Veteran (10 Points)**                       **Non-disabled War Veteran (5 Points)**

1. Did you receive a discharge which was honorable or were you released under honorable circumstances?     YES     NO

2. Did you serve in the Armed Forces of the United States during any of the following periods?     YES     NO  
 (12/7/41 – 12/31/46)    (6/27/50 – 1/31/55)    (02/28/61 – 5/7/75)    (Persian Gulf: 8/2/90--present)  
 (Lebanon: 6/1/83 – 12/1/87)    (Grenada: 10/23/83 – 11/21/83)    (Panama: 12/20/89 – 1/31/90)

NOTE: Credits for Lebanon, Grenada, and Panama will be limited to those who received the following Expeditionary Medals:  
 Armed Forces, Navy, or Marine Corps (U.S. Public Health Service: (7/29/45 – 12/31/46) OR (6/27/50 – 7/3/52)

3. Since January 1, 1951, have you received a permanent appointment in New York State using your veterans credits?     YES     NO

4. At the time of this application are you currently a New York State Resident?     YES     NO

Approved _____ <input type="radio"/> Conditioned <input type="radio"/> Disapproved	(DATE STAMP BELOW)	<p style="text-align: center;"><b>THIS AFFIRMATION MUST BE COMPLETED</b></p> <p>I affirm that the statements made on this application (including any attached papers) are true under the penalties of perjury. (SEE page 4)</p> <p style="text-align: center;"><b>X</b></p> <p style="text-align: center;">_____ (Signature in blue ink)</p> <p style="text-align: right;">_____ Date</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Indicate any other surname (last name) by which you are or have been known</p>
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**BE SURE TO ANSWER THIS SECTION**

Have you applied to take any other examinations on this date?      YES      NO

If YES, follow CROSS-FILER instructions on examination announcement.

Failure to follow these instruction may result in your not receiving a correct admission notice and/or score.

**EDUCATION: Read examination announcement for educational requirements. *If required, attach transcripts showing the date degree received, major subject, and/or required credit hours.***

Have you graduated from high school?      IF YES, NAME AND LOCATION OF HIGH SCHOOL      YEAR GRADUATED  
 YES      NO

Do you have a high school equivalency diploma? IF YES, ISSUING GOVERNMENTAL AUTHORITY:      DATE OF ISSUE  
 YES      NO

	Name of School OR College and Address	Dates of Attendance (Month and Year)		Type of Course or Major Subject	Number of College Credits Rec'd	Type of Degree Rec'd	Date Degree Rec'd
		From	To				
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 on the examination announcement for which you are applying, complete the following and **submit** a copy of license with this application: If not currently licensed check this box.

Name of Trade or Profession	License Number	Granted by (licensing agency)	City or State of
Specialty	Date of License First Issued	Registered From: (Mo./Yr.) To: (Mo./Yr.)	

**DRIVER'S LICENSE:** Do you have a valid license to operate a motor vehicle in New York State?      YES      NO

**DESCRIPTION OF EXPERIENCE:** Beginning with your most recent employer, list all employment, military service, or volunteer experience that shows you meet the minimum qualifications for the examination. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your experience. **(Do not send your resume.)** Describe the work which you personally performed. If you supervised, state how many people and the nature of such supervision.

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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REMARKS: (Use this space to provide any additional information, as necessary. If more space is required, attach additional 8 1/2 x 11 sheets)