



# GENESEE COUNTY HUMAN RESOURCES

County Bldg. #1, 15 Main Street, Batavia, NY 14020  
 Phone: (585) 344-2550, Ext. 2221  
 Web Site: www.co.genesee.ny.us

## APPLICATION FOR EXAMINATION OR EMPLOYMENT

**PRINT OR TYPE**

**ANSWER ALL QUESTIONS**

\_\_\_\_\_ Position Title \_\_\_\_\_ Exam Number -OR- \_\_\_\_\_ Agency

**NAME** \_\_\_\_\_  
                     LAST  FIRST  MIDDLE

**HOME ADDRESS** \_\_\_\_\_  
                     NUMBER            STREET                            CITY                            STATE            ZIP

**MAILING ADDRESS** \_\_\_\_\_

**ADDRESS** (IF DIFFERENT FROM ABOVE) NUMBER STREET CITY STATE ZIP

**HOME PHONE**(\_\_\_\_)\_\_\_\_ - \_\_\_\_ - \_\_\_\_ **WORK**(\_\_\_\_)\_\_\_\_ - \_\_\_\_ - \_\_\_\_ **OTHER** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**DATE OF BIRTH:**(IF REQUIRED ON ANNOUNCEMENT FORM) \_\_\_\_\_

LEGAL RESIDENCE	NAME	YEARS	MONTHS	PLEASE CIRCLE SCHOOL DISTRICT IN WHICH YOU RESIDE
COUNTY OF				Alexander Batavia Byron-Bergen
CITY, TOWN, OR VILLAGE OF				Elba Le Roy Oakfield-Alabama
STATE OF				Pavilion Pembroke Other_____

**EMPLOYMENT PREFERENCES:** Please circle the type of work you would be willing to accept.

Full-Time                      Part-Time                      Temporary

**PLEASE CIRCLE THOSE AGENCIES IN WHICH YOU WOULD BE WILLING TO ACCEPT WORK:**

County                      Towns                      Villages                      School Districts

**FOR CIVIL SERVICE USE ONLY**

Date Received \_\_\_\_\_ Fee Paid \_\_\_\_\_ By \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Conditional \_\_\_\_\_

EDUCATION:  LIST NAME REQUESTED BELOW	FROM- TO: (mo. & yr.)	MAJOR AND MINOR	TYPE OF DEGREE OR DIPLOMA	CREDITS RECEIVED	DATE DEGREE/ DIPLOMA OR GED RECEIVED/ EXPECTED
H/S OR GED (circle one) Name:			(GED: Include Number)		
COLLEGE Name:					
GRADUATE SCHOOL OR OTHER EDUCATION Name:					

**SPECIAL COURSES TAKEN:**

NAME OF COURSE	CREDIT HRS.	NAME OF COURSE	CREDIT HRS.

**TRANSCRIPT(S) OR DEGREE(S) (IF REQUIRED AS PART OF MINIMUM QUALIFICATIONS)**

\_\_\_\_\_ Copy Attached

\_\_\_\_\_ Copy Requested

**LICENSES/CERTIFICATES OR OTHER AUTHORIZATIONS TO PRACTICE A SKILL, TRADE, OR PROFESSION:**

SKILL, TRADE, OR PROFESSION	LICENSE OR CERTIFICATE NUMBER	ISSUED BY: (Name or City, State, or Agency)	LICENSE DATES (Mo./Day/Yr.)		PERMANENT	
			From	To	Yes	No

**DRIVER'S LICENSE INFORMATION:**

_____ NONE	_____ NEW YORK STATE	_____ OUT OF STATE (Indicate State) _____
MOTORIST ID # _____	CLASS _____	
RESTRICTION(S) _____	ENDORSEMENT(S) _____	EXPIRATION DATE _____

\_\_\_ \*Yes \_\_\_ No - Have you been convicted of a violation of law (Felony/Misdemeanor)? (Omit any offense adjudicated in Juvenile Court or under a youthful offender law.) Convictions will not necessarily disqualify you from employment. **\*IF YES, YOU MUST ATTACH A LIST OF VIOLATIONS WITH DATES OF CONVICTION AND RESULTANT PENALTIES ON A SEPARATE SHEET OF PAPER.**

\_\_\_ \*Yes \_\_\_ No - Are you under age 18? **\*IF YES, YOU WILL BE REQUIRED TO SUPPLY A WORK PERMIT.**

**WORK EXPERIENCE:** DO NOT SUBSTITUTE A RESUME FOR THIS SECTION. Complete all information requested. Describe in detail all duties performed which are relevant to the position for which you have applied. List most current employment first. A resume may be attached to supplement this information.

LENGTH OF EMPLOYMENT Month/Year to Month/Year -	EMPLOYER	ADDRESS	CITY, STATE, ZIP CODE
HOURS WORKED PER WEEK:	EARNINGS PER HOUR: \$	DUTIES:	
YOUR TITLE:			
TYPE OF BUSINESS:			
NAME AND TITLE OF SUPERVISOR:			
REASON FOR LEAVING:			
LENGTH OF EMPLOYMENT Month/Year to Month/Year -	EMPLOYER	ADDRESS	CITY, STATE, ZIP CODE
HOURS WORKED PER WEEK:	EARNINGS PER HOUR: \$	DUTIES:	
YOUR TITLE:			
TYPE OF BUSINESS:			
NAME AND TITLE OF SUPERVISOR:			
REASON FOR LEAVING:			
LENGTH OF EMPLOYMENT Month/Year to Month/Year -	EMPLOYER	ADDRESS	CITY, STATE, ZIP CODE
HOURS WORKED PER WEEK:	EARNINGS PER HOUR: \$	DUTIES:	
YOUR TITLE:			
TYPE OF BUSINESS:			
NAME AND TITLE OF SUPERVISOR:			
REASON FOR LEAVING:			

**ADDITIONAL SHEETS MAY BE ATTACHED:** Sheets must contain **ALL** information requested. (e.g. Number of hours worked per week, etc.)

Full-Time is 30+ hours per week

Part-Time is rated as follows:

0-09 hours/week = 0

10-19 hours/week = 1/4

20-29 hours/week = 1/2

**VETERANS AND DISABLED VETERANS:** If you have served or are currently serving in the Armed Forces of the U.S.A., in a designated time of war, and wish to claim additional examination credits, you must file a separate "Application For Veteran's Credit" (VC-1 form) and provide appropriate military papers (DD214). You may request a VC-1 form to be mailed to you by placing a check mark in this area ( ).

**IF YOU WISH TO CLAIM CREDITS, CHECK THE APPROPRIATE BOX:**

**DISABLED VETERAN**     **NON-DISABLED VETERAN**     **CURRENTLY IN ARMED FORCES**

**SPECIAL TESTING ACCOMMODATIONS:** Check below if you require special testing accommodations due to :

\_\_\_\_\_ Religious Observance    \_\_\_\_\_ Disability    \_\_\_\_\_ Alternate Date Needed  
(Attach an explanation of your need for special testing accommodations on a separate sheet.)

\_\_\_\_\_ Cross-filing - Exam Number & Title & Location of Other Exam(s) \_\_\_\_\_

Please indicate the exam site at which you wish to be tested: \_\_\_\_\_

**CHANGE OF ADDRESS:** You must notify this agency immediately of any change of address. The number and title of the examination or eligible list must also be included in this notification. **FAILURE TO COMPLY MAY RESULT IN YOUR NAME BEING REMOVED FROM AN ELIGIBLE LIST.**

### **GENESEE COUNTY ✧ AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Genesee County Human Resources to provide accommodations in testing to individuals with disabilities and religious observers, and to provide for and promote equal opportunity in employment, compensation, and other terms and conditions of employment without regard to age, race, religion, creed, color, national origin, gender, marital status, sexual orientation, veteran's status, disabled veteran's status, physical or mental disability, or status as a member of any other protected group or activity.

### **PERSONAL INFORMATION PROTECTION STATEMENT**

The information which you are providing on this application is being requested pursuant to 50.3 of the NYS Civil Service Law for the purpose of determining the eligibility of applicants to participate in an examination or a position applied for. The information will be made available only to those who have a "need to know", and will not be released to anyone else other than the applicant unless he/she has signed an appropriate release of information authorization. A candidate's failure to provide this information may result in the disapproval of the application. This information will be maintained by the Genesee County Human Resources Director.

**IMPORTANT:** This section **MUST BE** completed. Failure to sign this section will result in disapproval of your application for employment or examination.

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.

I hereby authorize the release of information regarding prior employment history/records, educational records, law enforcement records, driver's license and driving records, personal references and all like information bearing on my qualifications for this position to the appointing authority of all jurisdictions within the County of Genesee or his/her designee.

This authorization shall be valid for a period of two (2) years from the date of the execution of this document. A photocopy of this release will be as valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(ORIGINAL SIGNATURE REQUIRED)

**ALL STATEMENTS ARE SUBJECT TO VERIFICATION**