



# GENESEE COUNTY HUMAN RESOURCES

County Building I, 15 Main Street, Batavia, NY 14020  
 Phone: (585) 344-2550, Ext. 2223  
 Web Site: www.co.genesee.ny.us

## APPLICATION FOR EXAMINATION OR EMPLOYMENT

**IMPORTANT INSTRUCTIONS:** You must complete this entire application, even if you include a resume. If signing up for a civil service exam, you must read the exam announcement for additional instructions. Answer all questions thoroughly. All statements are subject to verification. Incomplete applications may be disapproved.

How did you hear about us? \_\_\_\_\_

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

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

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

**MAILING 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 EXAMINATION ANNOUNCEMENT FORM) \_\_\_\_\_

LEGAL RESIDENCE	NAME	YEARS	MONTHS	PLEASE USE DROP DOWN TO SELECT THE DISTRICT IN WHICH YOU RESIDE
COUNTY OF:				Other: _____
CITY, TOWN, OR VILLAGE OF:				
STATE OF:				

FOR CIVIL SERVICE USE ONLY		
Date Received _____	Fee Paid _____	By _____
Approved _____	Disapproved _____	Conditional _____

HIGH SCHOOL EDUCATION			
Do you have a High School Diploma? Yes <input type="checkbox"/> No <input type="checkbox"/> _____			
HIGH SCHOOL NAME	CITY	STATE	
Date Graduated: _____			
If not, do you have a GED? Yes <input type="checkbox"/> No <input type="checkbox"/> _____			
GED #		NAME OF ISSUING AUTHORITY	

College, University, Professional or Technical School (print name and address of school)	Semester Credits Received	Major Subject or Type of Course	Type of Degree Received	Did you Graduate?	Date Received OR Expect to Receive It?

**SPECIAL COURSES TAKEN:**

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

<b>TRANSCRIPT(S) OR DEGREE(S) (IF REQUIRED AS PART OF MINIMUM QUALIFICATIONS)</b>	
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 # _____	RESTRICTION(S) _____	ENDORSEMENT(S) _____
		CLASS _____
		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: YOU MUST COMPLETE THIS SECTION, EVEN IF YOU INCLUDE A RESUME.** To receive credit for employment experience, this section **MUST** be completed thoroughly. Be sure to include specific dates, hours per week. Describe in detail all duties performed which are relevant to the position for which you have applied. List your most current employment first.

<b>LENGTH OF EMPLOYMENT</b> Month/Year to Month/Year -	<b>EMPLOYER</b>	<b>ADDRESS</b>	<b>CITY, STATE, ZIP CODE</b>
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<b>HOURS WORKED PER WEEK:</b>	<b>PAID EXPERIENCE</b> YES      NO	<b>LIST OF DUTIES:</b>
<b>YOUR TITLE:</b>		
<b>TYPE OF BUSINESS:</b>		
<b>NAME AND TITLE OF SUPERVISOR:</b>		
<b>REASON FOR LEAVING:</b>		

<b>LENGTH OF EMPLOYMENT</b> Month/Year to Month/Year -	<b>EMPLOYER</b>	<b>ADDRESS</b>	<b>CITY, STATE, ZIP CODE</b>
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<b>HOURS WORKED PER WEEK:</b>	<b>PAID EXPERIENCE</b> YES      NO	<b>LIST OF DUTIES:</b>
<b>YOUR TITLE:</b>		
<b>TYPE OF BUSINESS:</b>		
<b>NAME AND TITLE OF SUPERVISOR:</b>		
<b>REASON FOR LEAVING:</b>		

<b>LENGTH OF EMPLOYMENT</b> Month/Year to Month/Year -	<b>EMPLOYER</b>	<b>ADDRESS</b>	<b>CITY, STATE, ZIP CODE</b>
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<b>HOURS WORKED PER WEEK:</b>	<b>PAID EXPERIENCE</b> YES      NO	<b>LIST OF DUTIES:</b>
<b>YOUR TITLE:</b>		
<b>TYPE OF BUSINESS:</b>		
<b>NAME AND TITLE OF SUPERVISOR:</b>		
<b>REASON FOR LEAVING:</b>		

**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, without regard to race, color, creed, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship status, military or veteran status, criminal conviction status, predisposing genetic characteristics or genetic information, pregnancy, domestic violence victim status, or any other category protected by law.

### 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**