

MAIL OR DELIVER TO:

Dutchess County Personnel Department
County Office Building
22 Market Street
Poughkeepsie, NY 12601

County of Dutchess

www.co.dutchess.ny.us

**Application for
Examination or Employment**

The New York State Human Rights Law prohibits discrimination in employment because of age, race, creed, color, national origin, sexual orientation, sex, disability, genetic predisposition, or carrier status, or marital status. Accordingly, nothing in this application should be viewed as expressing, either directly or indirectly, any limitation, specification, or discrimination as to the aforementioned items in connection with employment in the municipal service of the County of Dutchess.



DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

GENERAL INFORMATION

This application is used for both recruitments and as part of the Civil Service examination process. Some important requirements:

- Carefully read the appropriate examination or recruitment announcement before completing this application. It will inform you of the required minimum qualifications for the position and provide you with other important information.
- Application must be completed in full. Incomplete information or illegibility will result in your application being disapproved.
- An examination processing fee is currently being charged for each exam. It is not refundable. Please see the exam announcement for more information.

ADMISSION TO EXAMINATION

Depending upon time available, applicants may be admitted to the exam without verification of statements and information contained in their application. When such information must be reviewed after the date of examination, candidates may subsequently be disqualified and the results of the examination voided.

If you have not received notice informing you of whether or not you are to be admitted to the exam by three (3) days prior to the exam date, call the examinations unit immediately at 486-2169.

SPECIFIC INSTRUCTIONS

Enter position title and examination number, if applicable. The same application may be used for both open competitive and promotional exams of the same title, but must have both exam numbers to be processed. Be sure to check the exam announcement to see if you qualify for the promotional exam.

Items 2,3,4,5 - Immediate written notice should be given of any change of address, name, or phone number. Be sure to include the position title, social security number, and the effective date of the change. A form for such notification is available from the office.

Item 9 – Individuals appointed to positions will be required to provide verification of authorization for employment, pursuant to law.

Item 10 - Checking “yes” to any of the confidential questions is NOT an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position.

Item 11 – Veteran’s Credit – In addition to answering the questions on this application, disabled and non-disabled veterans who are eligible for additional examination credit must submit an Application for Veterans Credit form. This form is available at the Personnel office or the examination site, and must be completed, notarized and returned before the establishment of the eligible list.

Item 13 – Exempt Volunteer Firefighters may be entitled to certain additional rights under Civil Service Law. Generally, an Exempt Volunteer Firefighter is anyone who, after attaining the age of 18, serves for at least 5 years as an active member of an authorized volunteer fire company. A certificate will be issued by the fire company to anyone who meets the standards established under General municipal Law. Should you be appointed to a Civil Service position and subsequently obtain such certification, this office and your employer should be so notified.

Items 20, 21, 22, 23 – Education – Be as specific as possible when completing this section. Copies of transcripts, diplomas, or professional licenses must be submitted with this application if specified on the recruitment or exam announcement.

Item 24 – Work Experience – Be specific in describing work experience which relates to the position you are applying for. Indicate a percentage of time spent on each type of duty. Begin with your most recent employment, and be sure your description is clear and accurate. Omissions or vagueness will NOT be resolved in your favor. Dates of employment should be as specific as possible. Omission of the number of hours worked will result in no credit for that work experience.

Include military service experience when appropriate. Relevant volunteer experience will be considered only if allowed in the announced minimum qualifications and is verified and fully documented by the applicant. Part-time work experience will be prorated unless otherwise stated on the specific announcement. Cooperative education positions or internships will not be counted if they also formed part of required education or degree.

Affirmative Action Questionnaire - The information requested on the final page is for internal monitoring only. This information is kept separate from the general application. Refusal to complete the form will not in any way affect the hiring process or otherwise subject the candidate to adverse treatment.

Dutchess County General Application (see page 1 for specific instructions)

Title of Position: _____

Exam Number(s) (if applicable): _____

For Office Use Only

Approved _____ Fee Paid _____

Conditional _____ Waiver _____

Disapproved _____

Application No: _____

1. Social Security Number _____ 2. Last Name, First Name, Initial _____

3. Legal Address

4. Mailing Address

Address Line 1 _____

Address Line 1 _____

Address Line 2 _____

Address Line 2 _____

City _____ State _____ Zip Code _____

City _____ State _____ Zip Code _____ Zip Ext _____

5. Contact Information

Day Phone _____ Ext _____ Evening Phone _____ Ext _____ E-Mail _____

6. State your permanent legal residence for each of the geographic areas below, indicating the length of continuous residence to date. Village of Wappingers Falls residents should also include town.

Village _____ Years _____ Months _____

Town / City _____ Years _____ Months _____

County _____ Years _____ Months _____

Fire District _____ Years _____ Months _____

School District _____ Years _____ Months _____

7. If the position you are applying for has minimum or maximum age limits (see announcement), please enter your date of birth: _____

8. If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No N/A

9. Are you currently a United States citizen? Yes No

If "No", give alien registration number: _____

10. Check the appropriate line to the right of each question:

	Yes	No	N/A
A. Have you ever been dismissed from work for other than lack of work or funds?	_____	_____	_____
B. Have you ever been convicted of any crime (felony or misdemeanor)?	_____	_____	_____
C. If you served in the Armed Forces of the United States, did you receive a dishonorable discharge?	_____	_____	_____
D. Have you surrendered a professional license or have it revoked?	_____	_____	_____
E. If you answered "Yes" to any of the above, have you filed specifics with this office within the last four (4) calendar years?	_____	_____	_____
F. If you answered "Yes" to E above, do you have any new dismissals or convictions that were not reported to us?	_____	_____	_____

Dutchess County General Application (see page 1 for specific instructions)

11. Please read the following information on veterans' status and credits. Civil Service Law may provide you additional rights based on veteran status. If you are eligible for veterans' exam credits, indicate if you would like to receive the credits for this examination below.

Criteria for Veterans' Status/Credits (5 points for an open competitive exam or 2.5 points for a promotion exam):

1. Be a United States citizen or an alien lawfully admitted for permanent residence at the time of application and examination.
2. Have received an honorable discharge or been released under honorable conditions.
3. Have served during "war time" or other service as defined as follows:
 - * World War II, from December 7, 1941 to December 31, 1946
 - * US Public Health Service, from June 29, 1945 to December 31, 1946, or from June 26, 1950 to July 3, 1952
 - * Korean Conflict, from June 27, 1950 to January 31, 1955
 - * Vietnam Conflict, from December 22, 1961 to May 7, 1975
 - * Lebanon, from Jun 1, 1983 to December 1, 1987, being awarded an expeditionary medal
 - * Grenada, from October 23, 1983 to November 21, 1983, being awarded an expeditionary medal
 - * Panama, from December 20, 1989 to January 31, 1990, being awarded an expeditionary medal
 - * Persian Gulf Conflict, from August 2, 1990 to "end of such hostilities"

Criteria for Disabled Veterans' Status/Credits

(additional 5 points for a total of 10 points for an open competitive exam or 2.5 points for a total of 5 points for a promotion exam):

1. Disabled in the actual performance of duty during "wartime" as described above.
2. Currently receiving payments from the Veterans' Administration for such disability, which is rated at 10% or more.

For candidates still in service at time of examination proof of active service (military ID card, military orders, or other official military document) must be submitted at time of application. Actual credit points will not be added to a candidate's grade until the submission of this application and DD-214 upon discharge.

Please check one of the following veteran status options:

- _____ I am not a veteran / disabled veteran as described above.
_____ I am a non-disabled veteran as described above.
_____ I am a disabled veteran as described above.

Please check below if claiming examination credits:

- _____ I will be claiming examination credits as a non-disabled veteran (will submit my DD-214).
_____ I will be claiming examination credits as a disabled veteran (will submit my DD-214 and Disability Record Authorization form).

12. Since January 1, 1951, have you used additional credits as a veteran for appointment to any position in the public employment of New York State or any of its civil divisions? Yes No

13 Do you possess certification as an Exempt Volunteer Firefighter? Yes No

14. If you have been employed by the County of Dutchess or by any civil division therein (city, town, village, school district, or special district), please state location(s) and dates:

Location	Start Date	End Date

Dutchess County General Application (see page 1 for specific instructions)

15. For examination purposes only: Indicate if you desire accommodation because you...

_____ ... cannot be tested on the announced exam date due to a conflict with a religious observance or practice.

_____ ... are a handicapped individual and require the following assistance or accommodations:

16. Exam Fee Waiver Request. All examinations offered by Dutchess County currently require a non-refundable processing fee. This fee will be waived in accordance with Civil Service Law Section 50.5(b) for candidates who certify they are unemployed AND primarily responsible for the support of a household, OR who are receiving public assistance.

Yes No

_____ I am unemployed, primarily responsible for the support of a household, and cannot be claimed as a dependant on another person's tax return.

_____ I am currently receiving Supplemental Security Income (SSI) payments.

_____ I am currently on Medicaid.

_____ I am currently receiving Public Assistance (Temporary Assistance for Needy Families / Family Assistance or Safety Net Assistance).

Case number: _____ (must be entered)

_____ I am currently certified for Job Training Partnership / Workforce Investment Act programs.

17. Supplemental Information Required by New York State Law. Section 50-b of Civil Service Law requires all applicants for examination be asked the following questions:

Yes No

_____ Have you any currently outstanding loans made by or guaranteed by New York State Higher Education Services Corporation?

_____ If so, are you presently in default on any such loan?

18. Do you have a valid license to operate a motor vehicle in New York?

Yes No Class:

Endorsements:	_____ F - Farm Class A Vehicles	_____ G - Farm Class B Vehicles
	_____ H - Hazardous Materials	_____ M - Metal Coil
	_____ N - Tank Vehicles	_____ P - Passenger Transport
	_____ R - Recreational Vehicles GVWR over 26,000 lbs.	_____ S - School Bus
	_____ T - Doubles / Triples	_____ W - Tow Truck
	_____ X - Tank / Hazmat	_____ Z - Farm / Hazmat

19. List any trade or professional licenses you possess:

Title	Issuing Agency	License Number	Issue Date	Expiration Date
<hr/>				
<hr/>				
<hr/>				

Dutchess County General Application (see page 1 for specific instructions)

20. Basic Education

_____ Yes No
 High School Name

Graduated High School? Yes No

_____ _____
 Address Line 1

Indicate equivalency diploma number if applicable: _____

_____ _____
 Address Line 2

Indicate Last Grade Completed: _____

_____ _____ _____
 City State Zip Code Zip Ext

21. Indicate your level of ability and experience in the following areas and whether it is from work, training, or both:

Keyboarding

Word Processing

Spreadsheet

Database Management

Other Computer Skills

22. Indicate languages other than English and general level of ability in speaking, reading, and writing:

23. Provide details regarding your college / trade or technical school / special courses / continuing education:

School Name / Location	Start Date	End Date	# Yrs F/T or P/T	Major / Type of Course	# of Degree Earned / Credits Degree Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Dutchess County General Application (see page 1 for specific instructions)

24. Work Experience

_____ Check here to indicate you do not wish your present employer to be contacted at this time.

Provide details regarding your work experience. Please note that a resume is not sufficient. If you need to submit additional information beyond the scope of this application, instructions will be provided upon completing the application.

_____	_____	_____	_____	_____
Firm Name	Start Date	End Date	Hrs / Week	Earnings
_____	_____	_____	_____	_____
Address Line 1	Type of Business	Title		
_____	_____	_____		
Address Line 2	Supervisor	Supervisor's Title		
_____	Duties	_____		
City, State, Zip Code, Zip Ext.	_____			

_____	_____	_____	_____	_____
Firm Name	Start Date	End Date	Hrs / Week	Earnings
_____	_____	_____	_____	_____
Address Line 1	Type of Business	Title		
_____	_____	_____		
Address Line 2	Supervisor	Supervisor's Title		
_____	Duties	_____		
City, State, Zip Code, Zip Ext.	_____			

_____	_____	_____	_____	_____
Firm Name	Start Date	End Date	Hrs / Week	Earnings
_____	_____	_____	_____	_____
Address Line 1	Type of Business	Title		
_____	_____	_____		
Address Line 2	Supervisor	Supervisor's Title		
_____	Duties	_____		
City, State, Zip Code, Zip Ext.	_____			

Dutchess County General Application (see page 1 for specific instructions)

The undersigned applicant hereby affirms that the statements made on this application and any attached papers or documents are true under the penalties of disqualification and perjury.

The undersigned applicant hereby authorizes the Personnel Department of the County of Dutchess or its agents to investigate matters necessary for the verification of the qualifications of the applicant. Such authorization shall include the right to examine any and all records, files, histories or other information relating to the applicant in the possession of any federal, state, or municipal authority, corporation, agent, or person. Furthermore, such investigation may include a criminal background investigation, which would require a fingerprint check, to determine overall suitability for employment. Failure to meet standards for the background investigation may result in disqualification. The applicant voluntarily releases from liability all persons or entities supplying or collecting such information.

Signature _____

Date _____

Dutchess County General Application (see page 1 for specific instructions)

Solely to help us comply with government record keeping, reporting, and other legal requirements, we request that you please complete this questionnaire. This form will be removed from the general application and kept in a confidential location.

Affirmative Action Questionnaire

www.co.dutchess.ny.us

Complete for County Employment Only

Your cooperation is voluntary and is much appreciated!

Name: _____ Male Female (check one)

Position(s) applied for: _____ Date: _____

How did you learn of this position? (check one)

- | | | |
|---|--|---|
| <input type="checkbox"/> EEO Office | <input type="checkbox"/> NYS Job Service | <input type="checkbox"/> Org. for the Handicapped |
| <input type="checkbox"/> Examination Hotline | <input type="checkbox"/> Ethnic Organization | <input type="checkbox"/> Veteran's Organization |
| <input type="checkbox"/> Employee Newsletter | <input type="checkbox"/> Relative or Friend | <input type="checkbox"/> Employment Agency |
| <input type="checkbox"/> Newspaper Ad | <input type="checkbox"/> County Employee | <input type="checkbox"/> Posted Announcement |
| <input type="checkbox"/> Women's Organization | <input type="checkbox"/> Professional Organization | <input type="checkbox"/> College Placement Office |
| <input type="checkbox"/> Internet Listing | <input type="checkbox"/> Other (specify): _____ | |

Please check the one which best describes your Race / Ethnicity.

If Hispanic ...

If Not Hispanic...

- | | | |
|--|---|--|
| <input type="checkbox"/> A. Mexican | <input type="checkbox"/> E. White | <input type="checkbox"/> L. Guamanian / Chamorro |
| <input type="checkbox"/> B. Puerto Rican | <input type="checkbox"/> F. African American | <input type="checkbox"/> M. Vietnamese |
| <input type="checkbox"/> C. Cuban | <input type="checkbox"/> G. Filipino | <input type="checkbox"/> N. Asian Indian |
| <input type="checkbox"/> D. Any other Spanish / Hispanic | <input type="checkbox"/> H. American Indian (specify tribe) _____ | <input type="checkbox"/> O. Eskimo |
| | <input type="checkbox"/> I. Japanese | <input type="checkbox"/> P. Aleut |
| | <input type="checkbox"/> J. Chinese | <input type="checkbox"/> Q. Hawaiian |
| | <input type="checkbox"/> K. Korean | <input type="checkbox"/> R. Samoan |
| | | <input type="checkbox"/> X. Other (specify): _____ |

Check any of the following that are applicable.

- Vietnam Era Veteran (December 22, 1961 to May 7, 1975)
- Disabled Veteran
- Handicapped

It is the policy of Dutchess County to provide equal opportunity to all employees and applicants for employment without regard to race, color, sex, national origin, religion, age, sexual orientation, marital status, medical condition, physical and mental disability, creed, citizenship, HIV, handicap or veteran status, or any other protected status. In addition, Dutchess County has an Affirmative Action program which creates equal opportunity for all personnel to be chosen by merit and fitness, in accordance with Civil Service Law.