





**Work Experience: List most recent employment first.**

Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hours/Week: \_\_\_\_\_  
(Month/Year) (Month/Year)

Employer's Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Employer's Address & Phone: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

Earnings: \$ \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

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**INFORMATION AND INSTRUCTIONS**

There is a non-refundable application filing fee per examination number. A check or money order payable to "Ogdensburg Civil Service Commission" must accompany this application. Record all exam numbers on the check. Applications received without the filing fee will be returned.

- A. EXAMINATION ANNOUNCEMENT:** Before filling out your application, read the announcement for this examination carefully.
- B. QUALIFICATIONS:** The applicant must meet the minimum qualifications as written in the announcement. The burden of establishing required qualifications is the responsibility of the applicant. Fees are not refunded for disqualification.
- C. CROSS FILERS:** Cross Filing applies to examinations only. Please see exam announcement for instructions.
- D. ADMISSION TO EXAMINATION:** Admission notices are mailed the week prior to the examination date. If you do not receive a notice three days prior to the exam date, call (315) 393-3540. Candidates will be required to bring proof of identification to the examination. Participation in the examination does not mean you have been found to meet the announcement requirements. Applications will be rejected for lateness, if postmarked or received after the last filing date.
- E. DISQUALIFICATION APPEAL:** Any appeal of a disqualification notice must be made in writing and received in the Office of the Civil Service Commission by the date and time indicated in the notice.
- F. LEGAL ADDRESS CHANGES:** You must report a change in address to insure proper notification of test results and certification of civil service lists. Residency must be established 4 months prior to the examination date in order to meet residence preference requirements.
- G. TESTING ACCOMMODATIONS (ATTACH REQUEST):** If you require special arrangements, a written request should be attached to this application describing the type of special arrangements required. Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a documented religious observance or practice, we will make arrangements for you to take the test on a different date. Please check the appropriate box below.

AN ALTERNATE TEST DATE MAY BE REQUESTED ONLY FOR ONE OF THE FOLLOWING REASONS: (CHECK APPROPRIATE BOX)

- 1.  A death in the immediate family or household within the week preceding the examination.
- 2.  Medical emergencies involving the candidate or member(s) of the immediate family.
- 3.  Military Orders (A copy of orders is required).
- 4.  Religious Observance – Candidate must submit required form.
- 5.  Wedding – must be a member of the wedding party or member of the immediate family of the bride or groom.
- 6.  Vacation for which a non-refundable down payment was made before the exam announcement was issued.
- 7.  Required court appearances.

WITH THE EXCEPTION OF REASONS 1 AND 2, REQUESTS MUST BE MADE IN WRITING WITH DOCUMENTATION ATTACHED TO THE APPLICATION.

**H. VETERANS CREDITS:** If you received or expect to receive an honorable discharge from the Armed Forces of the United States, as a war-time veteran or disabled veteran as defined below, you may claim extra credits to be added to your exam score, if you pass. The Armed Forces of the United States means the Army, Navy, Marine Corps, Air Force and Coast Guard, and all components thereof, and the National Guard when in the service of the United States pursuant to call as provided by law on a full-time, active duty basis other than active duty for training purposes.

Discharged Veterans are required to submit a copy of their DD214 discharge papers. Active duty members of the Armed Forces must submit proof of active duty status, such as current Military ID, Military orders or other official Military document that substantiates active duty status. To claim credits as a Disabled Veteran, you must be entitled to receive payments for a service-connected disability (rated at 10% or more) incurred during time of hostile action or war.

Are you claiming credit as a Veteran? Yes  No  Active service member? Yes  No  As a Disabled Veteran? Yes  No

Have you used your Veterans credits for permanent appointment or promotion in New York State or any of its civil divisions since January 1, 1951? Yes  No

**CHECK AND INDICATE BELOW THE TIME PERIODS YOU SERVED OR ARE SERVING IN THE ARMED FORCES OF THE UNITED STATES**

	FROM MO/YR	TO MO/YR
<input type="checkbox"/> World War II:-----	December 7, 1941 – December 31, 1946 -----	( )----- ( )
<input type="checkbox"/> Korean Conflict:-----	June 27, 1950 – January 31, 1955 -----	( )----- ( )
<input type="checkbox"/> Vietnam Conflict:-----	February 28, 1961 – May 7, 1975 -----	( )----- ( )
* <input type="checkbox"/> Hostilities in Lebanon:-----	June 1, 1983 – December 1, 1987 -----	( )----- ( )
* <input type="checkbox"/> Hostilities in Grenada:-----	October 23, 1983 – November 21, 1983 -----	( )----- ( )
* <input type="checkbox"/> Hostilities in Panama:-----	December 20, 1989 – January 31, 1990 -----	( )----- ( )
<input type="checkbox"/> Persian Gulf Conflict:-----	August 2, 1990 – ( ) -----	( )----- ( )
<input type="checkbox"/> US Public Health Service:-----	July 29, 1945 – December 31, 1946 or June 26, 1950 – July 3, 1952 -----	( )----- ( )
<input type="checkbox"/> Active Duty:-----	-----	( )----- ( )

\*NOTE: Credit for Lebanon, Grenada and Panama will be limited to veterans who received the Armed Forces, Navy or Marine Corps Expeditionary Medal.

The New York State Human Rights Law prohibits discrimination in employment because of age, race, creed, color, national origin, sex, disability, marital status or criminal record. Accordingly, nothing in this application form should be viewed as expressing, directly or indirectly, any limitation, specification or discrimination as to age, race, creed, color, national origin, sex, disability, marital status or criminal record in connection with employment.