

ORANGE COUNTY APPLICATION FOR EXAMINATION/EMPLOYMENT

DEPARTMENT OF HUMAN RESOURCES
ORANGE COUNTY GOVERNMENT CENTER
255-275 MAIN STREET, GOSHEN, NY 10924-1627
TELEPHONE: (845) 862-7300
WWW.ORANGECOUNTYNY.GOV

Carefully read the appropriate examination announcement before completing this application. This application is part of your examination and must be filled out completely and accurately. Answer all questions fully and carefully. Print legibly in ink or typewrite. Attach additional sheets if necessary in order to give complete and detailed information.

1. If you are filing for more than one examination on this application be sure that they are all **SCHEDULED TO BE HELD ON THE SAME DATE** (check the announcement for each examination). If you wish to file for examinations being held on different dates, submit a separate application for each date.

If completing this application for other than exam purposes: *For Immediate Opportunities or for other County/Municipal employment—Send application directly to department on the posting or to the agency recruiting for the position. If completing this application along with responding to a canvass letter, please send directly to address on canvass letter.

Exam #s (if applicable)	Exam Date (if applicable)	Exam Name OR Title of Position	Human Resources Use Only			
			#1	A	C	D
			#2	A	C	D
			#3	A	C	D
			#4	A	C	D

2. SOCIAL SECURITY NUMBER

--	--	--	--	--	--	--	--	--	--

3. FULL NAME/LEGAL RESIDENCE*

Last name	First Name	Initial
Street Address		
City	State	Zip Code
Mailing Address (if different from legal residence)		
Home Phone #	Cell Phone #	

NOTIFY THIS DEPARTMENT IMMEDIATELY OF ADDRESS CHANGES

4. **RESIDENCY:** State your permanent legal residence and indicate how long you have resided there continuously, up to and including the date of this application. **THIS SECTION WILL DETERMINE YOUR ELIGIBILITY (IF ANY) FOR CERTIFICATION ON A RESIDENT LIST.**

YRS MOS

VILLAGE OF

TOWN OF

COUNTY OF

STATE OF

SCHOOL
DISTRICT

5. **SPECIAL ARRANGEMENTS:** Check box below if you need special accommodations to participate in the exam:

Religious Observer – for religious reasons cannot be tested on date of examination.

☐

Other _____
(requires supporting documentation)

☐

Individuals with disabilities – under remarks on (page 4) indicate the type of assistance required.

☐

Are you taking exams with NYS or any other County or City that are being held on the same date as the exam(s) you are applying for with Orange County? ☐ Yes* ☐ No

*If yes, please attach a Cross-Filer Form which can be found on our website.

6. **VETERANS CREDITS:** If you are serving, or have served, in the armed forces of the United States on a full-time active duty basis during wartime, you may be eligible to receive credits as a Disabled or Non-Disabled Veteran.

YES*, I WISH TO CLAIM CREDITS AS A NON-DISABLED VETERAN, PLEASE SEND APPLICATION

☐

YES*, I WISH TO CLAIM CREDITS AS A DISABLED VETERAN, PLEASE SEND APPLICATION & AUTHORIZATION FOR DISABILITY RECORD

☐

NO, I DO NOT WISH TO CLAIM VETERANS CREDITS

☐

*Please complete and attach Application for Veterans' Credits which can be found on our website along with proof of your eligibility. (i.e. DD214, NAVPERS-553, NAVMC-78 PD, WDAGO-53, 55, or WDAGO-53, 98).

7. E-MAIL ADDRESS:

8. CHECK APPROPRIATE BOX TO RIGHT OF EACH QUESTION**YES NO**

A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds?

☐ ☐

B. Did you ever resign from any employment rather than face dismissal?

☐ ☐C. Did you receive a **dishonorable** discharge from the armed forces of the United States?☐ ☐D. Have you ever been convicted of any crime (felony or misdemeanor)? **If so, please submit a Certificate of Conviction with your application.**☐ ☐

E. Are you now under charges for any crime (felony or misdemeanor)?

☐ ☐

F. Have you ever worked for Orange County government before?

☐ ☐

If Yes, please provide most recent title and approximate dates of employment: _____

A "YES" response to questions 8(D) or (E) does not represent an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying.

If you answered "YES" to any of the questions above, please provide specifics under "REMARKS". If you elect not to provide specifics or if such explanation is insufficient, a confidential inquiry will be sent to you.

9. A. If minimum and/or maximum age limits are established for the position please enter your date of birth:

Month _____ Day _____ Year _____

B. If citizenship is a requirement for the position for which you are applying, please answer the following:

Are you a citizen of the United States?

YES ☐ NO ☐

C. If not a citizen, do you have the legal right to accept employment in the United States?

YES ☐ NO ☐

Please provide Alien Registration Number: _____

D. Are you a retiree from New York State or any civil division thereof?

YES ☐ NO ☐

E. Are you an Exempt Firefighter?

YES ☐ NO ☐

10. Do you possess a valid license to operate a motor vehicle in New York State?

YES ☐ NO ☐ CLASS: _____

By your signature on page 4 of this application you are attesting this statement is true.

STATE _____ EXPIRATION DATE _____

11. LICENSES: If a license, certificate or other authorization to practice a trade or profession is a requirement of the position for which you are applying, complete the following question: (attach copy)

Trade/Profession _____

City/State _____

License/Certificate # _____

Expiration Date _____

Licensing Agency _____

IF NOT currently licensed check this box

☐**12. EDUCATION:** Do you have a high school or equivalency diploma?YES ☐ NO ☐**COLLEGE, UNIVERSITY, PROFESSIONAL OR TECHNICAL SCHOOL INFORMATION**

(If the minimum qualifications of the position requires a degree and does not require a specific number of credits, if you have the degree you do not need to answer the number of credits question below)

Name & Location of School	Attendance Dates (Mo/Yr) From To	Course or Major Subject	#Credits Rec'd	Degree Rec'd	Date of Degree
Other Schools or Special Courses					

HAVE YOU PREVIOUSLY SUBMITTED PROOF OF EDUCATIONAL ACHIEVEMENTS?YES ☐ NO ☐

If not, please attach a copy of your transcript, certification, diploma etc. if required.

13. Do you object to this department or the department/entity whose job you are applying for making inquiry regarding your character and qualifications from your present employer? If answer is "YES" please explain under Remarks. ☐ YES ☐ NO

14. DESCRIPTION OF EXPERIENCE: Beginning with your most recent experience, describe in detail all employment that is **pertinent** to the required minimum qualifications indicated on the exam announcement for the title for which you are applying. Omissions or vagueness will **NOT** be interpreted in your favor. If relevant volunteer experience is acceptable as qualifying, describe it in the same way as paid work. If you have had military service which included experience pertinent to the position, describe such experience as a separate employment. Under "Duties" for each employment describe the nature of the work which you personally perform and the percentage of time spent in each function. If you supervised a work group, state its size and nature and the extent of such supervision. If your title or duties changed materially in the course of your service in any one organization, indicate such change clearly and as a separate employment.

Length of Employment MO/YR MO/YR From / to /	Firm Name	Address
# of hours worked per week (exclude overtime)	Duties (include % of time in each function)	
Type of Business		
Your Title		
Supervisor's Name & Title		
Reason for Leaving		
☐ Paid or ☐ Unpaid Check one		
Length of Employment MO/YR MO/YR From / to /	Firm Name	Address
# of hours worked per week (exclude overtime)	Duties (include % of time in each function)	
Type of Business		
Your Title		
Supervisor's Name & Title		
Reason for Leaving		
☐ Paid or ☐ Unpaid Check one		
Length of Employment MO/YR MO/YR From / to /	Firm Name	Address
# of hours worked per week (exclude overtime)	Duties (include % of time in each function)	
Type of Business		
Your Title		
Supervisor's Name & Title		
Reason for Leaving		
☐ Paid or ☐ Unpaid Check one		

REMARKS: _____**REFERENCES (Optional).****1.) Name:** _____ **Nature of Relationship:** _____ Personal _____ Professional _____ Both

Title (if professional reference): _____

Did you previously work with this reference (if professional reference), when: _____

Email address: _____ Phone Number _____

2.) Name: _____ **Nature of Relationship:** _____ Personal _____ Professional _____ Both

Title (if professional reference): _____

Did you previously work with this reference (if professional reference), when: _____

Email address: _____ Phone Number _____

3.) Name: _____ **Nature of Relationship:** _____ Personal _____ Professional _____ Both

Title (if professional reference): _____

Did you previously work with this reference (if professional reference), when: _____

Email address: _____ Phone Number _____

ALL STATEMENTS ARE SUBJECT TO VERIFICATION. MISREPRESENTATIONS MAY CONSTITUTE CAUSE FOR DISQUALIFICATION OR DISCHARGE. IT IS A CRIME PURSUANT TO SECTION 210.45 OF THE NEW YORK STATE PENAL LAW, PUNISHABLE AS A CLASS "A" MISDEMEANOR, TO KNOWINGLY MAKE A FALSE STATEMENT HEREIN.

Background Investigation: Applicants may be required to undergo extensive investigation of criminal history and background, which will include a fingerprint check, to determine suitability for appointment. Costs related to such investigation may be borne by the applicant. Failure to meet the standards of investigation may result in disqualification.

For County employment: You may be required to submit to a pre-employment drug test. Your appointment may be conditioned on such test result.

THIS AFFIRMATION AND AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION MUST BE COMPLETED:

By my signature below, I hereby authorize the Orange County Department of Human Resources, the County of Orange, and/or its respective Departments, Offices or Agencies to request verbal records or written verification of any or all information contained herein. I further authorize a review and full disclosure of all records concerning me whether said records are of a public, private or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure of records.

I further release the Orange County Department of Human Resources, the County of Orange, and/or its respective Departments, Offices or Agencies, and their respective officers and/or employees from any and all liability which may be incurred as a result of collecting such information. Further, my signature below certifies I have read and fully understand the "Affirmation and Authorization for Release of Personal Information" and have acknowledged that a photocopy or digital signature of this Application for Examination/Employment containing this release will be valid as an original thereof, even though said photocopy or digital signature does not contain an original writing of my signature. I affirm that all statements made on this application (including any attached paper) are true under the penalties of perjury.

SIGNATURE OF APPLICANT_____
DATE_____
PLEASE PRINT ANY OTHER NAME BY WHICH
YOU ARE OR HAVE BEEN KNOWN

CHECK TO MAKE SURE THAT ALL APPLICABLE QUESTIONS HAVE BEEN ANSWERED. AN INCOMPLETE APPLICATION MAY RESULT IN DISAPPROVAL. A RESUME MAY NOT BE SUBMITTED IN LIEU OF COMPLETING THE APPLICATION.

The New York State Human Rights Law prohibits discrimination in employment because of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, or marital status. 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, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, or marital status in connection with employment in the municipal service of the County of Orange.

ORANGE COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER