

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 |
| | | | | | <input type="radio"/> | <input type="radio"/> |
| | | | | | <input type="radio"/> | <input type="radio"/> |

DRIVER'S LICENSE INFORMATION:

| | | |
|-------------------------------|---|--|
| <input type="checkbox"/> NONE | <input type="checkbox"/> NEW YORK STATE | <input type="checkbox"/> 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