

Fee Received \_\_\_\_\_

Recommendation: \_\_\_\_\_

**RENSSELAER COUNTY  
CIVIL SERVICE COMMISSION  
NED PATTISON GOVERNMENT CENTER  
1600 SEVENTH AVENUE, TROY, NEW YORK 12180**

Amount \_\_\_\_\_

Check \_\_\_\_\_

MO \_\_\_\_\_

Cash \_\_\_\_\_

Rec'd by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Disapproved by: \_\_\_\_\_

**APPLICATION FOR EXAMINATION OR EMPLOYMENT  
Exam Number/Title or Position Applying For:**

Form MSD 330 (REVISED 3-04)

This application is part of your examination. ANSWER ALL QUESTIONS FULLY AND CAREFULLY. Print in ink or use a typewriter. Attach additional sheets if necessary in order to give complete and detailed information. Most written test are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different date.

1. Social Security Number: \_\_\_\_\_

2. Name:(Last,First,Middle) \_\_\_\_\_ Phone# \_\_\_\_\_

Address: \_\_\_\_\_

Immediate Notice should be given if any changes in address before or after examination.

3. State your actual permanent legal residence and indicate for how long you have resided there continuously, up to and including date of this application:

	Years	Months
City or Village of:		
Town of:		
County of:		
State of:		
School District No.		
Name of School District		

4. CHECK APPROPRIATE BOX TO THE RIGHT OF EACH QUESTION.

- |   |                          |                          |
|---|--------------------------|--------------------------|
| A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds?          | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Did you ever resign from an employment rather than face dismissal?   | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Have you ever received an Dishonorable Discharge from the Armed Forces of the United States?                     | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Have you ever been convicted of any crime (felony or misdemeanor)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Are you now under charges for any crime?   | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charge? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered "Yes" to any of the questions A-F above, attach an additional sheet giving complete details.

5. Are you currently a U. S. citizen?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

I affirm that the statements made on this application (including any attached papers) are true under the penalties of perjury.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

State any other name by which you have been known

6. SERVICE IN ARMED FORCES: Yes    No
- (A) Have you ever served in the armed forces of the US?
- (B) Date of entry into active service: \_\_\_\_\_
- (C) Date of discharge: \_\_\_\_\_
- (D) Service serial number: \_\_\_\_\_
- (E) Have you ever received a permanent original appointment or a permanent promotion in the civil service of the state or any city or civil division thereof from an eligible list on which you were allowed additional credits as an honorably discharged veteran? Yes    No

7. VETERANS CREDIT:

Do you claim additional credits as an honorable discharged war veteran?

Check One

- (A) Yes, as a Non-disabled war veteran
- (B) Yes, as a Disabled war veteran
- (C) No

If you claim veterans credits, you **must** submit discharge or separation papers with this application.

8. RELIGIOUS ACCOMMODATION:

Check if you desire special arrangements because of a Religious Observer (For religious reasons cannot be tested on Saturdays.) Yes    No  
   

9. Check if you are Handicapped Person requiring special arrangements (Submit a statement describing the type of accommodations required.)    

10. Have you any loans made or guaranteed the New York State Higher Education Services Corporation which are currently outstanding?    

THE NEW YORK STATE OF HUMAN RIGHTS LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, DISABILITY 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, SEX, DISABILITY OR MARITAL STATUS IN CONNECTION WITH EMPLOYMENT UNDER THE JURISDICTION OF THE CIVIL SERVICE OFFICE.

BACKGROUND INVESTIGATION: APPLICANTS MAY BE REQUIRED TO UNDERGO A STATE AND NATIONAL CRIMINAL HISTORY BACKGROUND INVESTIGATION, WHICH WILL INCLUDE FINGERPRINT CHECK, TO DETERMINE SUITABILITY FOR APPOINTMENT. FAILURE TO MEET THE STANDARDS FOR THE BACKGROUND INVESTIGATION MAY RESULT IN DISQUALIFICATION.

**NONE OF THE ABOVE CIRCUMSTANCES 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 (S) FOR WHICH YOU ARE APPLYING.**

11. EDUCATION:

Have you received a High School Diploma? Yes    No  
   

If yes, Name and Location of High School: \_\_\_\_\_

If no, have you received a General Equivalency Diploma (G.E.D.)?    

If you have a high school equivalency diploma indicate issuing Governmental Agency.

Number: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

12. EDUCATION ABOVE HIGH SCHOOL LEVEL:

Name of School	Location	Course or Major	Credits Completed	Degree/Certif. Recv'd
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

13. LICENSE/CERTIFICATION:

Do you have a license, certification, or other authorization to practice a trade or Profession? Yes \_\_\_ No \_\_\_  
If yes, is this certification permanent? Y es \_\_\_ No \_\_\_

Name of trade or profession: \_\_\_\_\_ License/Certificate Number: \_\_\_\_\_

Licensing Agency: \_\_\_\_\_ Licensed from: \_\_\_\_\_ to: \_\_\_\_\_

14. If required on the announcement, do you have a valid license to operate a motor vehicle in New York State? Yes \_\_\_ No \_\_\_

15. EXPERIENCE: Describe under the heading given below any employment or occupation you have ever had which includes experience that tends to qualify you for the position and as far as possible every other employment including service beginning with your most recent employment and work backward to consecutively to your first one. Applicants may be required to furnish satisfactory proof of experience claimed.

Length of Employment: From \_\_\_ to \_\_\_ Firm Name: \_\_\_\_\_ Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Your Title: \_\_\_\_\_ Immediate Supervisors Name: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Salary: \_\_\_\_\_ Hours worked per week \_\_\_\_\_

Length of Employment: From \_\_\_ to \_\_\_ Firm Name: \_\_\_\_\_ Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Your Title: \_\_\_\_\_ Immediate Supervisors Name: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Salary: \_\_\_\_\_ Hours worked per week \_\_\_\_\_

Length of Employment: From \_\_\_ to \_\_\_ Firm Name: \_\_\_\_\_ Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Your Title: \_\_\_\_\_ Immediate Supervisors Name: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Salary: \_\_\_\_\_ Hours worked per week \_\_\_\_\_

APPLICANT: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

**PLEASE NOTE:** The Federal Immigration Reform and Control Act of 1986 requires all new employees to submit evidence of U.S. Citizenship, naturalization or right to be employed in the U.S. Adequate documentation (in most cases, a driver's license with photograph plus social security card) will be required prior to employment. Contact the Office of Human Resources for a list of acceptable documents.

**NOTICE OF DRUG-FREE WORKPLACE:** Hudson Valley Community College is subject to the provisions of the Drug-Free Workplace Act of 1988 (Federal) and must, therefore, provide notice that employees who unlawfully manufacture, distribute, dispense, possess or use a controlled substance will be subject to disciplinary procedures consistent with applicable laws, rules, regulations and collective bargaining agreements.

**REFERENCES:** HVCC requires that applicants provide **THREE PROFESSIONAL REFERENCES**. A professional reference is an individual who:

- was your supervisor/manager in a n employment setting, including internship, cooperative education, apprenticeship and supervised employment programs;
- was your supervisor in an academic setting including work study, and teaching or educational assistant positions;
- employed you on a contractual or consultant basis to perform specific duties; or
- worked closely as a peer or colleague with you in an educational or employment setting **AND** has specific knowledge of your job performance.

At least one reference must be a recent employer (**within the past three years**) or for recent college graduates, a recent instructor or advisor. If you have any questions, please contact the Office of Human Resources at 629-4552.

**REFERENCES**

NAME/TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

NAME/TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

NAME/TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

I HEREBY AUTHORIZE YOU TO CONTACT THE ABOVE INDIVIDUALS TO OBTAIN EMPLOYMENT/EDUCATIONAL INFORMATION IN SUPPORT OF MY CANDIDACY FOR THIS POSITION.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

