CHEMUNG COUNTY/CITY OF ELMIRA
REGIONAL CIVIL SERVICE COMMISSION
PO Box 588 · 203 Lake Street · Elmira, New York 14902-0588
Telephone: (607) 737-2918
An Equal Opportunity Employer

APPLICATION FOR EXAMINATION OR EMPLOYMENT

****ANSWER ALL QUESTIONS**

OFFICE USE				
Date Received:				
Fee:	P	W		
Status:	A	C	D	
Disapproved:	Exp	Edu	Res	Fee
Other:				
Transcript:	HS	AS	BS	Other

POSITION/EXAMINATION TITLE _____

EXAMINATION # _____

SOCIAL SECURITY NUMBER

NAME _____
Last **First** **Middle Initial** **Maiden Name (if applicable)**

LEGAL ADDRESS:*

_____
Address **City** **State** **Zip**

MAILING ADDRESS:* (If different from above)

_____
Address **City** **State** **Zip**

HOME PHONE: (with area code) _____ **WORK PHONE: (with area code)** _____

***NOTE: You must keep your address and telephone numbers current**

VETERANS CREDITS (If applicable, check one): NON-DISABLED WAR VETERAN ___ DISABLED WAR VETERAN___

INDICATE YOUR ANSWER BY PLACING AN "X" IN THE APPROPRIATE SPACE:			**YES**	**NO**
A.	Have you resided in Chemung County for at least 30 days?		____	____
B.	If you are **not** a citizen of the U.S., do you have the right to accept employment in the U.S.? (*otherwise leave blank*)		____	____
C.	Do you require special arrangements for examination (Saturday Sabbath observer or disability)?	*	____	____
D.	Do you require an alternate test date?	*	____	____
E.	Do you now, or have you ever worked for an agency under the Regional Civil Service Commission?		____	____
F.	Have you filed for or taken an examination with the Regional Civil Service Commission within the last two (2) years?		____	____
G.	Were you ever dismissed from any employment for reasons other than lack of work?	*	____	____
H.	Did you ever receive a dishonorable discharge from the U.S. Armed Forces?	*	____	____
I.	Have you ever forfeited a bail bond posted to guarantee your appearance in court?	*	____	____
J.	Have you ever been convicted of any crime (felony or misdemeanor)?	*	____	____
K.	Are you presently in default on any outstanding student loan guaranteed by New York State?	*	____	____
L.	Are you an active volunteer firefighter?		____	____

***If yes, please use next page to give a full explanation**. A "yes" answer to G, H, I, J or K will not necessarily disqualify you. Each case is evaluated on an individual basis in relation to the duties and responsibilities of the position for which you have applied. Omit parking or speeding violations assigned a fine of $50.00 or less and any other offense adjudicated in Juvenile Court or under a Youthful Offender Law.

Law enforcement positions and positions requiring a commercial drivers license have minimum age restrictions.
If you are applying for one of these positions **OR** if you are under the age of 18, enter your date of birth here… ____/____/____

If you answered "Yes" to G, H, I, J or K above please give a full explanation here.

YOU MUST THOUROUGHLY COMPLETE ALL OF THE FOLLOWING SECTIONS OF THIS OFFICIAL APPLICATION FORM WHETHER YOU SUBMIT A RESUME OR NOT.
(Those interviewing will see only the following pages and any attachments)

Position/Examination Title:			
Applicant's Name:			
Street or P.O. Box:	**City:**	**State:**	**Zip:**
Social Security #:	**Home Phone:**	**Work Phone:**	

EDUCATION:

Type of School	Name & Address of School	From – To (Mo. & Yr.)	Type of Course or Major Subject	Total College	Type of Degree Recv'd
High School or GED			GED#		
College					
Graduate school or other					

LEVEL OF EDUCATION : Please check highest level of education completed.

_High School _Associate _Bachelor _Master _Doctorate

LICENSES/CERTIFICATES OR OTHER AUTHORIZATIONS TO PRACTICE A SKILL, TRADE OR PROFESSION:

Skill, Trade or Profession	License or Certificate #	Issued by:(City, State, or Agency)	License Dates From - To	Permanent Yes No

DRIVERS LICENSE INFORMATION: (Complete only if the position you are applying for requires a drivers license.)

_____None _____Out of State _____(Indicate State) _____New York State

Motorist ID #: _____ Class: _____

Restrictions: _____ Endorsements: _____

WORK EXPERIENCE: DO **NOT** SUBSTITUTE A RESUME FOR THIS SECTION. Complete all information required. *Describe in detail all duties performed which are relevant to the position for which you have applied.* (Vagueness will not be ruled in your favor.) A resume may be attached to this application only as a supplement to the information that you are providing.

Length of Employment From: To:	**Employer**	**Mailing Address**

Hours worked per week Earnings Per Hour	**Duties:**
Your Title	
Type of Business	
Supervisor	
Reason for Leaving	

Length of Employment From: To:	Employer	Mailing Address

Hours worked per week Earnings Per Hour	Duties:
Your Title	
Type of Business	
Name & Title of Supervisor	
Reason for Leaving	

Length of Employment From: To:	Employer	Mailing Address 45645645

Hours Worked per Week e33 Earnings Per Hour	Duties:
Your Title	
Type of Business	
Name & Title of Supervisor	
Reason for Leaving	

REFERENCES: (List the names of three (3) individuals familiar with your abilities.)

Name	Address	Phone No
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

IT IS THE POLICY OF THE CHEMUNG COUNTY/CITY OF ELMIRA REGIONAL CIVIL SERVICE COMMISSION TO PROVIDE FOR AND PROMOTE THE EQUAL OPPORTUNITY OF EMPLOYMENT, COMPENSATION, AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT WITHOUT DISCRIMINATION BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, MARITAL STATUS OR CRIMINAL RECORD.

STATEMENT: I declare that all statements made in this application (and any accompanying attachments) are true and complete to the best of my knowledge. I understand that any false statements made on this application or in interviews will result in immediate rejection or discharge from employment. I authorize the Regional Civil Service Commission to contact schools/college and former employers cited in the statement contained in this application for employment as may be necessary in arriving at an employment decision. I understand the acceptance of this application for employment by the Regional Civil Service Commission does not constitute or imply a commitment or willingness to offer employment to me in this or any other position. When required, I agree to take all physical examinations and drug screen testing and authorize the release of these confidential examinations and test results to the Regional Civil Service Commission.

DATE: _____ **SIGNATURE:** _____