



**APPLICATION FOR EXAMINATION OR EMPLOYMENT**

\_\_\_\_\_   
 Title and Exam Number of Position applying for

This application is part of your examination. Answer all questions fully and carefully in ink or in typewriter. Some questions can be answered with an "x" in the box which applies to you. Attach additional sheets if necessary in order to give complete and detailed information.

**1. SOCIAL SECURITY NUMBER:**  
 \_\_\_\_\_

**2. FULL NAME AND ADDRESS**

Last Name	First Name	M.I.
Mailing Address		
City	State	Zip Code

**2a. RESIDENT STREET ADDRESS (if different from above):**  
 \_\_\_\_\_  
 \_\_\_\_\_

**2b. PHONE NUMBER (include area code):**

Home	Other	Specify (work, cell, etc.)
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**2c. E-MAIL:** \_\_\_\_\_

**3. RESIDENCE**

If you are applying for an open-competitive examination, please indicate, below, the municipality/district in which you will be a legal resident prior to the examination date.

City or Village:
Town:
County:
State:
Name of School District:

**4. CITIZENSHIP & AGE**

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

Yes  No

(Non-citizens may be required to produce Alien Registration Card at time of appointment)

Are you under 18?  Yes  No

If yes, or if minimum and/or maximum age limits are established for the position applied for, enter your date of birth here:

Mo. \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**LEAVE THIS SPACE BLANK**

Exam Number _____	Approved by _____
Date Received _____	Pending _____
Fee \$ _____	Disapproved by _____

**5. Are you taking exams with NYS State or any other County, Town or City that are being held on the same date as the exam(s) you are applying for with Albany County?**

Yes  No

If yes, please attach the Cross-file Application and list all examinations. This can be found on our website.

**6. Are you requesting special testing accommodation(s), such as:**

- For a disability?  Yes  No
- An alternate test date?  Yes  No

Please submit your request(s) for accommodations in writing on an attached sheet. You will have to provide documentation to support your request(s). If you request an alternate test date, please complete the Alternate Test Date Application.

**7. CHECK APPROPRIATE BOXES:**

A. Were you ever dismissed or discharged from any Employment for reasons other than lack of work or funds?  Yes  No

B. Did you ever resign from any employment rather than face dismissal?  Yes  No

C. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable", or which was issued under other than honorable circumstances?  Yes  No

If you answer "YES" to any of questions above, you must give specifics. (Attach additional sheets if necessary.)

None of the above circumstances represents 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.

**8. SERVICE IN ARMED FORCES**

Have you ever served in the armed forces of the United States?

Yes,  No

If your answer is "yes" please go to item 9.

**9. VETERAN'S CREDITS**

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

Yes, as a Non-disabled war veteran  
 Yes, as a Disabled war veteran  
 No

If the answer is yes then see form ACS-21a (page 3)

If a motor vehicle license is required for the position for which you are applying, please give the following:

Chauffeur  Operator

Class: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_ Number: \_\_\_\_\_

**THIS DECLARATION MUST BE COMPLETED:** I declare, subject to the penalties of perjury, that the statements made in this application (including statements made in any accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

State any other names by which you have been known \_\_\_\_\_

### Education

Do you have a high school diploma?  Yes  No Name and Location of High School: \_\_\_\_\_

Or a High School Equivalency (GED) Diploma?  Yes  No

### College/University

Name of School and City in which located	Dates of attendance (Month/Year) From To	Type of Course of Major	Number of College Credits Received	Did you Graduate?	Type of degree received?	Date Degree Received or Expected

College Transcripts (omit if not applicable)

Is transcript submitted herewith?  Is transcript on file with Albany County Civil Service?  Is College to forward transcript?

### Professional Schools, Residencies, Military Service Schools, Other Schools

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Do you have a license, certificate, or other authorization to practice a trade or profession?  Yes  No

Name of trade or profession \_\_\_\_\_ Granted by (Licensing agency) \_\_\_\_\_ State of \_\_\_\_\_

Initial date of Licensure \_\_\_\_\_ License # \_\_\_\_\_ Currently Licensed From: Mo. Yr. To: Mo. Yr.

**EXPERIENCE:** Describe under the headings given below any employment or occupation you have ever had which includes experience that tends to qualify you for the position sought, and as far as possible, every other employment, including military service. Begin with your most recent employment and work backward consecutively to your first one. Applicants may be required to furnish satisfactory proof of experience claimed. A resume is not a substitute.

Length of Employment From: Mo. Yr. To: Mo. Yr.	Name of Employer	Address	City and State
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Paid? Yes / No	# of hours/week	Type of business	Title	Name and title of Supervisor
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Describe duties:

	Reason for Leaving:
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Length of Employment From: Mo. Yr. To: Mo. Yr.	Name of Employer	Address	City and State
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Paid? Yes / No	# of hours/week	Type of business	Title	Name and title of Supervisor
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Describe duties:

	Reason for Leaving:
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Length of Employment From: Mo. Yr. To: Mo. Yr.	Name of Employer	Address	City and State
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Paid? Yes / No	# of hours/week	Type of business	Title	Name and title of Supervisor
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Describe duties:

	Reason for Leaving:
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**IF MORE SPACE IS REQUIRED, USE ADDITIONAL SHEETS ARRANGED IN THE SAME MANNER AND ATTACH SUCH SHEETS TO TOP OF PAGE**

**THE NEW YORK STATE HUMAN RIGHTS LAW (ARTICLE 15) PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, MILITARY STATUS, SEX, MARITAL STATUS OR DISABILITY. 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, MARITAL STATUS, OR DISABILITY IN CONNECTION WITH EMPLOYMENT BY THE MUNICIPALITY.**