



City of Watertown, Municipal Civil Service
245 Washington Street, Room 205
Watertown, NY 13601
(315) 785-7733

APPLICATION FOR EMPLOYMENT OR EXAMINATION
A SEPARATE APPLICATION MUST BE FILED FOR EACH EXAMINATION NUMBER

FOR CIVIL SERVICE USE

- ☐ Approved
☐ Conditional
☐ Disapproved

Reason: _____

Received by: _____

Title of Position/Exam

Exam # if applicable

READ INSTRUCTIONS ON PAGE 4 BEFORE BEGINNING. This application is part of the examination and must be filled out completely and accurately. Answer all questions fully. Attach additional sheets and documents if needed to give complete information. An incomplete application may result in disapproval. If you apply for more than one exam, a separate application or copy must be filed for each. PLEASE PRINT OR TYPE.

1. Social Security Number

_____/_____/_____

2. Legal Name:

Last Name

First Name

M.I.

Mailing Address (Can be PO Box #)

City/State/Zip

Phone Number (include area code)

Home: _____ Other: _____
Circle: work or cell

Email Address (Print Clearly):

LEGAL ADDRESS (If different from mailing address)

Number / Street /City /State /Zip

Length of time at this residence YEARS/ MONTHS _____

School District of: _____

County of: _____

Town of: _____ Village of: _____

3. Are you a citizen of the United States? Yes ☐ No ☐

If no, do you have the legal right to accept employment in the
United States? Yes ☐ No ☐

(Non-citizens may be required to produce I-151 or I-551 Alien Registration Cards.)

4. Check appropriate box:

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 less than "Honorable"? Yes ☐ No ☐

D. Have you ever been convicted of any crime (felony or misdemeanor)? Yes ☐ No ☐

E. Have you ever forfeited a bail bond posted to answer any criminal charge (felony, misdemeanor or violation including traffic infractions)? Yes ☐ No ☐

F. Are you now under charges for any crime (felony, misdemeanor or violation including traffic infractions)? Yes ☐ No ☐

G. Have you ever violated probation or parole pursuant to judgment of a court? Yes ☐ No ☐

If you answered "YES" to any of the questions 4 A-G above, you must give specifics. (Attach additional 8½" by 11" sheets.) If such explanation is insufficient, a confidential investigation supplement will be sent to you. 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.

5. VETERANS CREDITS: Are you claiming additional credits as an honorably discharged war veteran?

- ☐ No
☐ Yes, as a Current member of Armed Forces
☐ Yes, as a Non-Disabled war veteran
☐ Yes, as a Disabled war veteran ☐

If you are claiming additional credits as a war veteran, you must submit a copy of your separation papers (DD214) within two months of the last filing date for examination along with an application for use of Veterans Credits and Disability Record Authorization if applicable. See instruction "H" on page 4 of this application.

Since January 1, 1951, have you used additional credits as a disabled/non-disabled veteran for appointment to any position in the public employment of New York State or any of its civil divisions?

- ☐ No ☐ Yes

For Administrative Use Only

Date Received

Payment Amount: _____

Cash ☐

Check ☐

Waived ☐

Receipt #: _____

Date: _____

6. Are you requesting testing accommodations (such as for a disability or an alternate test date)? Yes ☐ No ☐

Please submit your requests for accommodations in writing on an attached sheet. You will have to provide documentation to support your request(s). Follow instruction "G" on page 4 of this application.

7. CROSS FILING: Have you applied for any other civil service exam to be given on the same test date? ☐ Yes ☐ No

If you are applying for additional civil service exams (other than City of Watertown exams) scheduled on the same date, you must include a CROSS-FILING FORM with your application.

Are you at least 18 years of age: Yes ☐ No ☐ **UNDER 18 MUST SUBMIT A WORK PERMIT**

If applying for **Police Officer or Firefighter** positions, please indicate date of birth: _____

Proof of date of birth must be submitted at time of application. (Copy of current drivers' license, birth certificate, military identification or Passport must be included with application)

Education: Do you have a High School Diploma? Yes ☐ No ☐ If yes, year graduated: _____ If no, highest grade completed: _____

High School name & location: _____

If you have not completed high school, do you have a GED? Yes ☐ No ☐

Issuing Authority: _____

Date of Issue: _____

Education Above High School:

Name of School

Location (City/State)

Course or Major

Degree Received
(Check One)

Year

☐AS ☐BS/BA ☐MA _____

☐AS ☐BS/BA ☐MA _____

Additional Related Training: Other relative training you have completed. Please estimate training hours received.

School/Institution

Location (City/State)

Course or Program

Hours

Year

Licenses and/or Certifications:

Skill, Trade or Profession: _____

License/Certificate#: _____

Name of Issuing Agency: _____

Valid From: _____ To: _____

Is this certification permanent? Yes ☐ No ☐

Driver's License:

Number: _____ State of Issue: _____ Expiration Date: _____ Class: _____ Exemptions: _____

Work Experience:

Beginning with the most recent, describe below in detail ALL employment that is pertinent to the position applied for. **The number of years required in the minimum qualifications is based upon full-time paid employment.** You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions and vagueness will NOT be interpreted in your favor. You may attach additional sheets

A RESUME WILL NOT BE ACCEPTED AS A SUBSTITUTE.

Job Title: _____ Start Date: _____ End Date: _____ Hours/Week: _____
(Month/Year) (Month/Year)

Employer's Name: _____ Supervisor's Name: _____

Employer's Address & Phone: _____

Duties: _____

Full Time ☐ Part Time ☐ Volunteer ☐ Reason for leaving: _____

Work Experience Continued:

Job Title: _____	Start Date: _____ (Month/Year)	End Date: _____ (Month/Year)	Hours/Week: _____
Employer's Name: _____		Supervisor's Name: _____	
Employer's Address & Phone: _____			
Duties: _____ _____ _____			
Full Time ☐ Part Time ☐ Volunteer ☐ Reason for leaving: _____			

Job Title: _____	Start Date: _____ (Month/Year)	End Date: _____ (Month/Year)	Hours/Week: _____
Employer's Name: _____		Supervisor's Name: _____	
Employer's Address & Phone: _____			
Duties: _____ _____ _____			
Full Time ☐ Part Time ☐ Volunteer ☐ Reason for leaving: _____			

Job Title: _____	Start Date: _____ (Month/Year)	End Date: _____ (Month/Year)	Hours/Week: _____
Employer's Name: _____		Supervisor's Name: _____	
Employer's Address & Phone: _____			
Duties: _____ _____ _____			
Full Time ☐ Part Time ☐ Volunteer ☐ Reason for leaving: _____			

FAILURE TO SIGN APPLICATION WILL RESULT IN DISAPPROVAL

<u>CONSTITUTIONAL OATH</u> (Signing the constitutional oath is required) I do hereby pledge and declare that I will support the Constitution of the United States and the Constitution of the State of New York, and I will faithfully discharge the duties of the position specified on this application according to the best of my ability. SIGNATURE: _____ Date: _____	ALL STATEMENTS ARE SUBJECT TO VERIFICATION. IT IS A CRIME, PURSUANT TO SECTION 210.45 OF THE New York STATE PENAL LAW, TO KNOWINGLY MAKE A FALSE STATEMENT HEREIN. MIS-REPRESENTATIONS MAY CONSTITUTE CAUSE FOR DISQUALIFICATION OR SUBSEQUENT DISCHARGE FROM EMPLOYMENT. <u>THIS DECLARATION MUST BE COMPLETED:</u> I declare, subject to the penalties of law, that the statements made in this application (including any accompanying papers) are true and complete to the best of my knowledge. I authorize the City of Watertown to contact school/college and former employers cited in this application or attachments in order to verify work record and/or educational credentials. I further authorize the City of Watertown to obtain my NYS driver's abstract via the License Event Notification System if possession of a driver's license is a qualification for my position I understand that acceptance of this application by the City of Watertown does not constitute or imply a commitment or willingness to offer employment to me in this or any other position. SIGNATURE: _____ Date: _____ _____ Indicate any other surnames (last name) by which you are or have been known.
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INFORMATION AND INSTRUCTIONS

There is a non-refundable application filing fee per examination number. A check or money order payable to "City Comptroller" must accompany this application. One check may be used for multiple examinations. Record all exam numbers on the check. Applications received without the filing fee will be returned.

- A. EXAMINATION ANNOUNCEMENT:** Before filling out your application, read the announcement for this examination carefully.
- B. QUALIFICATIONS:** The applicant must meet the minimum qualifications as written in the announcement. The burden of establishing required qualifications is the responsibility of the applicant. Fees are not refunded for disqualification.
- C. CROSS FILERS:** Cross Filing applies to examinations only. Please see exam announcement for instructions.
- D. ADMISSION TO EXAMINATION:** Admission notices are mailed the week prior to the examination date. If you do not receive a notice three days prior to the exam date, call (315) 785-7733. Candidates will be required to bring proof of identification to the examination. Participation in the examination does not mean you have been found to meet the announcement requirements. Applications will be rejected for lateness, if postmarked or received after the last filing date.
- E. DISQUALIFICATION APPEAL:** Any appeal of a disqualification notice must be made in writing and received in the Office of the Civil Service Commission by the date and time indicated on the notice.
- F. LEGAL ADDRESS CHANGES:** You must report a change in address to insure proper notification of test results and certification of civil service lists. Residency must be established 4 months prior to the examination date in order to meet residence preference requirements.
- G. TESTING ACCOMMODATIONS (ATTACH REQUEST):** If you require special arrangements, a written request should be attached to this application describing the type of special arrangements required. Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a documented religious observance or practice, we will make arrangements for you to take the test on a different date. Please check the appropriate box below.

AN ALTERNATE TEST DATE MAY BE REQUESTED ONLY FOR ONE OF THE FOLLOWING REASONS: (CHECK APPROPRIATE BOX)

1. ☐ A death in the immediate family or household within the week preceding the examination.
2. ☐ Medical emergencies involving the candidate or member(s) of the immediate family.
3. ☐ Military Orders (A copy of orders is required).
4. ☐ Religious Observance -- Candidate must submit required form.
5. ☐ Wedding -- must be a member of the wedding party or member of the immediate family of the bride or groom.
6. ☐ Vacation for which a non-refundable down payment was made before the exam announcement was issued.
7. ☐ Required court appearances.

WITH THE EXCEPTION OF REASONS 1 AND 2, REQUESTS MUST BE MADE IN WRITING WITH DOCUMENTATION ATTACHED TO THE APPLICATION.

- H. VETERANS CREDITS:** If you received or expect to receive an honorable discharge from the Armed Forces of the United States, as a war-time veteran or disabled veteran as defined below, you may claim extra credits to be added to your exam score, if you pass. The Armed Forces of the United States means the Army, Navy, Marine Corps, Air Force and Coast Guard, and all components thereof, and the National Guard when in the service of the United States pursuant to call as provided by law on a full-time, active duty basis other than active duty for training purposes.

Discharged Veterans are required to submit a copy of their **DD214** discharge papers. Active duty members of the Armed Forces must submit proof of active duty status, such as current Military ID, Military orders or other official Military document that substantiates active duty status. To claim credits as a Disabled Veteran, you must be entitled to receive payments for a service-connected disability (rated at 10% or more) incurred during time of hostile action or war.

Are you claiming credit as a Veteran? Yes ☐ No ☐ Active service member? Yes ☐ No ☐ As a Disabled Veteran? Yes ☐ No ☐

Have you used your Veterans credits for permanent appointment or promotion in New York State or any of its civil divisions since January 1, 1951?

Yes ☐ No ☐

CHECK AND INDICATE BELOW THE TIME PERIODS YOU SERVED OR ARE SERVING IN THE ARMED FORCES OF THE UNITED STATES

FROM MO/YR TO MO/YR

- | | | | |
|---|--|----------|-----|
| ☐ World War II:----- | December 7, 1941-December 31, 1946----- | ()----- | () |
| ☐ Korean Conflict:----- | June 27, 1950-January 31, 1955----- | ()----- | () |
| ☐ Vietnam Conflict:----- | February 28, 1961-May 7, 1975----- | ()----- | () |
| * ☐ Hostilities in Lebanon:----- | June 1, 1983-December 1, 1987----- | ()----- | () |
| * ☐ Hostilities in Grenada:----- | October 23, 1983-November 21, 1983----- | ()----- | () |
| * ☐ Hostilities in Panama:----- | December 20, 1989-January 31, 1990----- | ()----- | () |
| ☐ Persian Gulf Conflict:----- | August 2, 1990- ()----- | ()----- | () |
| ☐ US Public Health Service----- | July 29, 1945-December 31, 1946 or June 26, 1950-July 3, 1952----- | ()----- | () |
| ☐ Active Duty:----- | ----- | ()----- | () |

*NOTE: Credit for Lebanon, Grenada and Panama will be limited to veterans who received the Armed Forces, Navy or Marine Corps Expeditionary Medal.

The New York State Human Rights Law prohibits discrimination in employment because of age, race, creed, color, national origin, sex, disability, marital status or criminal record. 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, marital status or criminal record in connection with employment.

Have you answered all appropriate questions? An incomplete application will be disapproved.

An Equal Opportunity Employer/American Disabilities Act (EEO/ADA)

City of Watertown, 245 Washington Street, Room 205, Watertown, NY 13601

Phone: (315) 785-7733 Web Site: www.watertown-ny.gov
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