

LIVINGSTON COUNTY APPLICATION FOR EXAMINATION OR EMPLOYMENT INSTRUCTIONS

READ ALL INSTRUCTIONS CAREFULLY. IF YOUR APPLICATION IS NOT PROPERLY COMPLETED, IT WILL BE DISAPPROVED.

1. **Fully Completed.** An application must be completed fully. If a field is not applicable, write "NA." If additional forms are required, an application is not complete without such completed forms.
2. **Deadline for Submission.** Applications must be received by the stated deadline to be accepted. Late applications will be disapproved. An application is "received" when:
 - a. It is actually received by the Livingston County Personnel Office within normal office hours (8 AM - 4 PM), whether delivered, faxed, or emailed; or
 - b. As of the United States Postal Service postmark date on the mailing envelope.Applications placed under the office door or emailed after hours are deemed received the next business day. Faxes actually received after hours are deemed received the next business day. Applications sent by interoffice mail are received when actually received.
3. **Exam Fees.** Exam fees must be paid by cash or money order. Exam fees or fee waiver forms should accompany the application. Fees must be received or postmarked by the stated deadline. Late fees will result in application disapproval. The fee is non-refundable. No refunds will be made if your application is disapproved or you fail to appear for the test. We will not prescreen applications.
4. **Form of Application.** Application may only be made on the Livingston County Application for Examination or Employment form. Fully completed applications will be accepted in the following forms:
 - a. The original paper application (Submit to: Livingston County Personnel Office; 6 Court Street, Room 206; Geneseo, New York 14454);
 - b. A copy of the paper application;
 - c. A scanned and e-mailed application (Submit e-mail to: livcopers@co.livingston.ny.us); and
 - d. A faxed application (Submit fax to: 585-243-7936).The application *must* contain the applicant's true signature (i.e. written *not* typed), and *must* have a current date.
5. **Applicant Qualifications.** In order for an application to be approved, the applicant must clearly show the training, education, experience and/or licensure/certification stated in the minimum qualifications for the title. All qualifying information must appear on the application form. The applicant has the burden of proving he/she has the required qualifications for the position. No credit will be given for information that is illegible and/or unclear.
6. **College Credit Hours.** If a position requires the applicant to have completed a number of college credit hours in a specified field of study, the applicant must submit a copy of his/her college transcript evidencing credit hours. If the application is conditionally approved, the applicant will be notified to have his/her college *directly* send an official transcript to the Livingston County Personnel Office. The original transcript must be received by the Livingston County Personnel Office before the eligible list is established if applying for an exam, or before appointment if applying for a vacant position.
7. **Related College Degrees.** If the applicant is relying on a related college degree to qualify for an exam or position, the applicant must supply a copy of his/her college transcript with the application. In the event the application is conditionally approved, the applicant must make arrangements to have an original transcript sent as described in paragraph 6.
8. **Resumes.** Resumes **may not** be submitted with applications. Resumes **may** be taken to employment interviews.



LIVINGSTON COUNTY APPLICATION FOR EXAMINATION OR EMPLOYMENT

Livingston County Personnel Office

Livingston County
Government Center
6 Court St., Room 206
Geneseo, NY 14454

E-mail address: LivCoPers@co.livingston.ny.us
Telephone: (585) 243-7570
Fax number: (585) 243-7936

Do not mark in this area – official use only.

☐ A ☐ D ☐ C _____

1. Examination/Position Title

Complete all parts of this section.

I am applying for:	☐ A Civil Service examination. The exam number is: ☐ An open position with Livingston County.
The title of the exam or position is:	

2. My Personal Information

Complete all parts of this section.

My name is:	
My current mailing address is:	
I currently live at (i.e. my physical address is):	☐ The same as my mailing address. ☐ Different from my mailing address. My physical address is:
My physical address is my permanent residence.	☐ True. ☐ False. My permanent residence physical address is:
I have lived within Livingston County for at least the last 4 months.	☐ True. ☐ False.
My permanent address is located within (complete all categories that apply):	State: County: Town: Village: School District:
My e-mail address is: [Providing this address is optional. If you provide your e-mail address, it may be used for communications with you.]	
My phone number is:	

3. My Right to Work in the United States

Complete all parts of this section.

I have the legal right to accept employment within the United States.	☐ True. ☐ False.
I am at least 18 years of age.	☐ True. ☐ False. I have working papers that allow me to do the type of work for which I have applied. ☐ True. ☐ False.

4. Examination Information

Only complete this section if you are currently applying to take a Civil Service exam. If you are not applying for an exam, proceed to section 5.

I have taken this exam within the last 6 months.	☐ True. ☐ False.
I am applying for the Police Officer and/or Deputy Sheriff/Road Patrol exam.	☐ True. My date of birth is: ☐ False.
I wish to apply for veterans' credits.	☐ True. You must attach a completed veterans' credits form with your DD214 form. Contact the Personnel Office for the veterans' credits form. ☐ False.
I need an alternate test date.	☐ True. You must review the alternate test date policy to determine if you are potentially eligible. If so, you must apply for the alternate test date at least 2 weeks prior to the exam if the need for the alternate test date is known at that time. Otherwise, you must apply within 3 business days of the date on which you become aware of your need for an alternate test date. Contact the Personnel Office for the request form. ☐ False.
I need special arrangements for this exam due to my religious observance.	☐ True. No later than 2 weeks prior to the exam, you must submit a written request explaining the special arrangements you need and providing an explanation of why the arrangements are needed. ☐ False.
I need special arrangements for this exam due to my disability.	☐ True. No later than 2 weeks prior to the exam, you must submit a completed Exam Accommodation Request form. Contact the Personnel Office for this form. ☐ False.

5. My Background Information

Complete all parts of this section.

I have : ▪ Been discharged from employment for reasons other than lack of work; ▪ Resigned from employment in lieu of termination; AND/OR ▪ Been <i>dishonorably</i> discharged from the U.S. Armed Forces.	☐ True. Submit a completed Employment Discharge form with your application for <u>each</u> of your terminations that fall within any of these categories. Contact the Personnel Office for this form. ☐ False.
I have been convicted of one or more misdemeanor and/or felony crimes.	☐ True. Submit a completed Sworn Statement form with your application for <u>each</u> conviction. Contact the Personnel Office for this form. ☐ False.
I work for Livingston County presently.	☐ True. I work for the following department: I work in the following job title: ☐ False.
I have worked for Livingston County in the past.	☐ True. I worked for the following department(s): I worked in the following job title(s): ☐ False.

6. My License Information

Complete all sections.

I have a valid New York State driver's license.	☐ True. My license has no restrictions that would affect my ability to work. ☐ True. ☐ False. The restrictions on my license are: ☐ False. I have a valid driver's license from another state within the U.S. ☐ True. My license is from the state of: ☐ False.
--	---

I have a valid New York State commercial driver's license.	☐ True. The class of my license is: I have endorsements. ☐ True. My endorsements are: ☐ False. My license has no restrictions that would affect my ability to work. ☐ True. ☐ False. The restrictions on my license are: ☐ False.
I have one or more New York State professional licenses and/or certifications (not including a commercial driver's license). (If you have more than one New York State professional license and/or certification please use page 13 for the others.)	☐ True. For each professional license/certification, provide the following: The type of license/certification: License/certification number: Date license/certification first issued: Date current license/certification expires: Whether the license/certification is currently in good standing with no restrictions? ☐ Yes. ☐ No. If there are any restrictions on the license, explain those restrictions and how they affect your ability to work in the title for which you are applying: ☐ False.
I have one or more currently valid professional licenses and/or certifications issued by a state within the U.S. <i>other than</i> New York. (If you have more than one currently valid professional license and/or certification please use page 13 for the others.)	☐ True. For each professional license/certification, provide the following: The type of license: The state that issued the license: ☐ False.

7. My Education

Complete this table fully.

I have participated in the following type(s) of education. (Check every category that applies.)	☐ High school. Complete the “a” section below. ☐ Trade School or Program. Complete the “b” section below. ☐ Undergraduate Degree Program. Complete the “c” section below. ☐ Graduate Degree Program. Complete the “d” section below. ☐ Other schools or special courses. Complete the “e” section below. ☐ I have college credit hours meeting the minimum qualifications of the title for which I am submitting this application. Complete the “f” section below.
---	---

For each of the types of education you checked above, complete the corresponding section(s) below.

a. High school

I have a high school diploma or high school equivalency diploma.	☐ True. My diploma was issued by: ☐ False.
--	---

b. Trade school or program

I participated in an official trade school and/or trade program.	☐ True. The school or program was: ☐ False.
The trade for which I received training was:	
I successfully completed the program.	☐ True. ☐ False.
The trade for which I received training is a skilled building and/or construction trade.	☐ True. My training and/or experience places me at the following skilled trade level: ☐ Apprentice. ☐ Journeyman. ☐ Master. ☐ Other. Please specify:: ☐ False.

c. Undergraduate degree program (for Associate's and/or Bachelor's degrees)

The name(s) of the college(s)/university(ies) I attended was/were:	
My major(s) was/were:	
The degree I received was:	☐ Associate's degree in: ☐ Bachelor's degree in: ☐ I did not receive a degree.
My degree is:	☐ A degree named in the minimum qualifications for this title. ☐ Closely related to a degree named in the minimum qualifications for this title. (Complete section "f" below.) ☐ I do not have a degree. ☐ None of the above apply.
Date degree expected.	

d. Graduate degree program (for advanced degrees, i.e. beyond Bachelor's degrees)

The name(s) of the college(s)/university(ies) I attended was/were:	
My major(s) was/were:	
The degree I received was:	☐ Master's degree in: ☐ Doctorate degree in: ☐ I did not receive a degree.
My degree is:	☐ A degree named in the minimum qualifications for this title. ☐ Closely related to a degree named in the minimum qualifications for this title. (Complete section "f" below.) ☐ I do not have a degree. ☐ None of the above apply.

e. Other schools or programs

School or program #1	The name of the school was: The subject of study was: The degree or certification I received was:
School or program #2	The name of the school was: The subject of study was: The degree or certification I received was:
School or program #3	The name of the school was: The subject of study was: The degree or certification I received was:

f. College credit hours:

- Toward meeting minimum qualifications (if the minimum qualifications require a certain number of credit hours in a field of study), OR
- You are claiming your degree is a closely related degree to the degrees specified in the minimum qualifications.

Complete the table below with your relevant course work.

Name of course	Area of study	Credit hours earned	Grade for class

8. My Work Experience

Current job. (If you have more than one current job, enter data here for the job you consider to be your primary job.)

I am currently working.	☐ True. ☐ False. Proceed to the next table.
My current job is paid.	☐ True. ☐ False. Complete the remainder of this table with “employer” meaning the person for whom you do work. I work as a/an: ☐ Volunteer. ☐ Intern. ☐ Other unpaid worker. The Type of Work is:
My current employer is:	Employer name:
My employer’s address is:	Town/City: State:
My job title is:	
I began working in this title in:	Month Year
My primary job duties are: (If you need more space, please use page 13)	1. 2. 3. 4. 5.
Other job duties I perform regularly are:	
My average hours of work per week are (not including overtime):	
OPTIONAL. This is additional information I would like to provide about this work experience.	

Current or prior relevant jobs.

I have had prior employment or other current employment not described above that is relevant to the title for which I am applying.	☐ True. ▪ Describe your relevant prior experience below. ▪ All qualifying experience must be described fully on this application. ▪ You do not need to repeat the current job you described above. ▪ “Employer” as used below means any person for whom you worked, even if not paid. ☐ False. Proceed to section 9.
--	---

Relevant Job #1

- **Note: If you had more than one job with the same employer, each job should be listed as a separate job.**

My employer is/was:	
My employer's address is:	Town/City: State:
My job title is/was:	
I began working in this title in:	Month Year
My work ended:	☐ My work ended in: Month Year My work ended because: ☐ I resigned or retired. ☐ I resigned/retired to avoid being fired. ☐ I did <u>not</u> resign/retire to avoid being fired. ☐ I was fired. ☐ I was laid off due to lack of work. ☐ This employment has not ended.
My primary job duties are: (If you need more space, please use page 13)	1. 2. 3. 4. 5.
Other job duties I perform regularly are:	
My average hours of work per week are (<i>not</i> including overtime):	
This work is:	☐ Paid. ☐ Unpaid volunteer. ☐ Unpaid intern. ☐ Other unpaid work. The type of work is:
OPTIONAL. This is additional information I would like to provide about this work experience.	
I have had other relevant job experience I would like to describe.	☐ True. Continue below. ☐ False. Proceed to section 9.

Relevant Job #2

My employer is/was:	
My employer's address is:	Town/City: State:
My job title is/was:	
I began working in this title in:	Month Year
My work ended:	☐ My work ended in: Month Year My work ended because: ☐ I resigned or retired. ☐ I resigned/retired to avoid being fired. ☐ I did <u>not</u> resign/retire to avoid being fired. ☐ I was fired. ☐ I was laid off due to lack of work. ☐ This employment has not ended.
My primary job duties are: (If you need more space, please use page 13)	1. 2. 3. 4. 5.
Other job duties I perform regularly are:	
My average hours of work per week are (not including overtime):	
This work is:	☐ Paid. ☐ Unpaid volunteer. ☐ Unpaid intern. ☐ Other unpaid work. The type of work is:
OPTIONAL. This is additional information I would like to provide about this work experience.	
I have had other relevant job experience I would like to describe.	☐ True. Continue below. ☐ False. Proceed to section 9.

Relevant Job #3

My employer is/was:	
My employer's address is:	Town/City: State:
My job title is/was:	
I began working in this title in:	Month Year
My work ended:	☐ My work ended in: Month Year My work ended because: ☐ I resigned or retired. ☐ I resigned/retired to avoid being fired. ☐ I did <u>not</u> resign/retire to avoid being fired. ☐ I was fired. ☐ I was laid off due to lack of work. ☐ This employment has not ended.
My primary job duties are: (If you need more space, please use page 13)	1. 2. 3. 4. 5.
Other job duties I perform regularly are:	
My average hours of work per week are (not including overtime):	
This work is:	☐ Paid. ☐ Unpaid volunteer. ☐ Unpaid intern. ☐ Other unpaid work. The type of work is:
OPTIONAL. This is additional information I would like to provide about this work experience.	
I have had other relevant job experience I would like to describe.	☐ True. Obtain additional work experience pages and attach them to your application. The additional pages may be obtained from the Personnel Office or from the Personnel page of the County's website at: www.livingstoncounty.us (go to "Departments," select "Personnel Department," and select "Employment Application and Other Forms." ☐ False. Proceed to section 9.

9. Equal Employment Opportunity statement

New York and Federal law prohibits discrimination in employment because of race, creed, color, sex, sexual orientation, religion, age, national origin, familial status, marital status, disability, military status, predisposing genetic characteristics, domestic violence victim status, gender identity, gender expression, pregnancy and/or pregnancy-related conditions. Accordingly, nothing in this application should be viewed as expressing any limitation, specification, or discrimination as to these protected classifications or any others, in connection with employment by Livingston County municipalities.

10. Affirmation, Signature, and Date

I affirm that the statements made in this application, including any attached/included documents (in any format including, but not limited to, electronic and paper), are true under penalties of perjury. I understand that any misrepresentations may result in my disqualification for examination/appointment or my removal from employment following appointment.

My signature: <u>(Signature must be hand written. It may not be typed.)</u>	
Date:	

Do not mark in this area. Reserved for use by Livingston County Personnel.

Date Received: _____

Fee Received: _____

By: _____

Reasons for disapproval or conditional approval:

1. _____

2. _____

3. _____

Prior County employment? ☐ Yes ☐ No

If so: Dept. _____ Title _____

Dates of most recent employment: _____

Additional Information

Please note that this page is to provide more detail where you may not have had enough room within the application. This is not space to provide a resume and/or cover letter. Resumes and cover letters are not accepted at the time of application and will not be reviewed.

Continued from page:	Item:	Additional Information: