

**WYOMING COUNTY CIVIL SERVICE**

338 North Main Street, Warsaw, New York 14569

Phone: (585) 786-8830

Website: www.wyomingco.net

APPLICATION FOR: EMPLOYMENT _____ OR EXAMINATION # _____

PRINT OR TYPE

ANSWER ALL QUESTIONS

Position Title

Exam Number

Name

LAST

FIRST

MIDDLE

Preferred Phone #: _____

Email Address: _____

Home
Address

NUMBER

STREET

CITY

STATE

ZIP

Mailing
Address

(if different)

NUMBER

STREET

CITY

STATE

ZIP

CHANGE OF ADDRESS: You must notify this agency immediately of any change of address. The number and title of the examination or eligible list must also be included in this notification. **FAILURE TO COMPLY MAY RESULT IN YOUR NAME BEING REMOVED FROM AN ELIGIBLE LIST.**

Call this agency immediately if you do not receive a notice within seven days of the date of the examination informing you whether or not you are to be admitted.

LEGAL RESIDENCE	NAME	YEARS	MONTHS	PLEASE CHECK SCHOOL DISTRICT IN WHICH YOU RESIDE	
COUNTY OF				Attica ☐	Letchworth ☐
CITY, TOWN, OR VILLAGE OF				Perry ☐	Pioneer ☐
STATE OF				Warsaw ☐	Wyoming ☐
				Other _____	

ARE YOU A CITIZEN OF THE UNITED STATES ?

☐ Yes☐ No

IF NOT, DO YOU HAVE THE LEGAL RIGHT TO ACCEPT EMPLOYMENT IN THE UNITED STATES?
(Non-citizens may be required to produce 1-151 or 1-1551 Alien Registration Card at time of appointment)

☐ Yes☐ No**EMPLOYMENT PREFERENCES:** Please check the type of work you would be willing to accept.Full-Time ☐Part-Time ☐Temporary ☐**PLEASE CHECK THOSE AGENCIES IN WHICH YOU WOULD BE WILLING TO ACCEPT WORK:**County ☐Towns ☐Villages ☐School Districts ☐**FOR CIVIL SERVICE USE ONLY**

Approved _____ Date _____ By _____

Disapproved _____ Conditional _____ Paid _____

EDUCATION: LIST NAME REQUESTED BELOW	MAJOR AND MINOR	TYPE OF DEGREE OR DIPLOMA	CREDITS RECEIVED	DATE DEGREE/ DIPLOMA OR GED RECEIVED EXPECTED
H/S OR GED (Circle one) Name:		(If GED, Include Number)		
COLLEGE Name:				
GRADUATE SCHOOL OR OTHER EDUCATION Name:				

SPECIAL COURSES TAKEN:

NAME OF COURSE	CREDIT HRS.	NAME OF COURSE	CREDIT HRS.

TRANSCRIPT(S) OR DEGREE(S) IF REQUIRED AS PART OF MINIMUM QUALIFICATIONS (CIRCLE ONE)

☐

Copy Attached

☐

Copy Requested

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

SKILL, TRADE, OR PROFESSION	LICENSE OR CERTIFICATE NUMBER	ISSUED BY: (Name or City, State, or Agency)	LICENSE DATES (Mo./Day/Yr.)		PERMANENT	
			From	To	Yes	No

DRIVER'S LICENSE INFORMATION:

☐ NONE
 ☐ NEW YORK STATE
 ☐ OUT OF STATE (Indicate State) _____

MOTORISTID # _____ CLASS _____

RESTRICTION(S) _____ ENDORSEMENT(S) _____ EXPIRATION DATE _____

☐

*Yes

☐

No Have you been convicted of a violation of law (Felony/Misdemeanor)? (Omit any offense adjudicated in Juvenile

Court or under a youthful offender law.) Convictions will not necessarily disqualify you from employment ***IF YES YOU MUST ATTACH A LIST**

OF VIOLATIONS WITH DATES OF CONVICTION AND RESULTANT PENALTIES ON A SEPARATE SHEET OF PAPER.

☐

*Yes

☐

No Have you ever been discharged or resigned from employment for reasons other than lack of work or funds? ***If YES,**

YOU MUST ATTACH AN EXPLANATION FOR EACH DISCHARGE OR RESIGNATION ON A SEPARATE SHEET OF PAPER.

☐

*Yes

☐

No Are you under age 18? **IF YES, YOU WILL BE REQUIRED TO SUPPLY A WORK PERMIT.**

☐

*Yes

☐

No Have you ever worked for Wyoming County before? **IF YES, WHEN AND UNDER WHAT NAME.**

COMPLETE FOR EXAM PURPOSES ONLY

Social Security Number: _____ Date of Birth (For Law Enforcement Only): _____

WORK EXPERIENCE: DO NOT SUBSTITUTE A RESUME FOR THIS SECTION. Complete all information requested. Describe in detail all duties performed which are relevant to the position for which you have applied. List most current employment first. A resume may be attached to supplement the part that states your job duties. ADDITIONAL SHEETS MAY BE ATTACHED. Sheets must contain ALL information requested. (e.g. Number of hours worked per week, etc.)

Full-Time is 30+ hours per/week

Part-Time is rated as follows: 0-09 hours/week=0
 10-19 hours/week=1/4
 20-29 hours/week=1/2

Length of Employment Month/Year to Month/Year	Employer:	Employer Address:	Employer Phone Number:
Hours Worked per/week:	Paid / Unpaid (Circle One)	Job Duties:	
Your Title:			
Type of Business:			
Name and Title of Supervisor:			
May we Contact? Yes ☐ No ☐			
Reason for Leaving:			

Length of Employment Month/Year to Month/Year	Employer:	Employer Address:	Employer Phone Number:
Hours Worked per/week:	Paid / Unpaid (Circle One)	Job Duties:	
Your Title:			
Type of Business:			
Name and Title of Supervisor:			
May we Contact? Yes ☐ No ☐			
Reason for Leaving:			

Length of Employment Month/Year to Month/Year	Employer:	Employer Address:	Employer Phone Number:
Hours Worked per/week:	Paid / Unpaid (Circle One)	Job Duties:	
Your Title:			
Type of Business:			
Name and Title of Supervisor:			
May we Contact? Yes ☐ No ☐			
Reason for Leaving:			

How did you learn about this Job Opportunity (ie; Website, Pennysaver, etc)?

VETERANS AND DISABLED VETERANS: If you have served or are currently serving in the Armed Forces of the U.S.A., in a designated time of war, and wish to claim additional examination credits, you must file a separate "Application For Veteran's Credit" VC-1 form to be mailed to you by placing a check mark in this area ().

IF YOU WISH TO CLAIM CREDITS, PLEASE CHECK THE APPROPRIATE CHOICE:

DISABLED VETERAN ☐ NON-DISABLED VETERAN ☐ CURRENTLY IN ARMED FORCES ☐

SPECIAL TESTING ACCOMMODATIONS: Check below if you require special testing accommodations due to:

☐ Religious Observance ☐ Disability ☐ Alternate Date Needed

(Attach an explanation of your need for special testing accommodations on a separate sheet.)

☐ Cross-filing – Exam Number & Title & Location of Other Exam(s) _____

Please indicate the exam site at which you wish to be tested: _____

WYOMING COUNTY AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Wyoming County Civil Service Office to provide accommodations in testing to individuals with disabilities and religious observers and to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment to all employees and applicants without regard to race, color, religion, creed, sex/gender, sexual orientation, predisposing genetic characteristics, national origin, age, physical and/or mental disability, marital status and/or military status, arrest history or criminal conviction status, status as a domestic violence victim or covered veteran's status or status as a member of any other protected group in accordance with applicable federal, state and local laws.

VETERANS CREDITS

All claims and grants of veterans' credits are tentative and must be verified through inspection of discharge papers and other related documents, prior to the establishment of the eligible list. You will be advised as to which documents must be produced for this verification. All statements you make in support of your claim for additional credits are subject to investigation by this agency. In the event of subsequent disclosure of any material misstatement or fraud in this claim, your appointment may be rescinded. You may also be disqualified from further appointment on which you have been granted additional credits as a result of material misstatement or fraud. Persons claiming credits as disabled war veterans may be contacted by this agency for additional information.

IMPORTANT: This section **MUST BE** completed. Failure to sign this section will result in disapproval of your application for employment or examination.

Affidavit: I certify that the answers provided by me in this application are true and complete to the best of my knowledge, and I understand that any omission, falsification, or misrepresentation of information by me in this application is grounds for refusal to hire or, if I have been hired, for termination and I release Wyoming County from any liability if I am terminated because of any material misstatements, omissions, or false information provided on this application. I hereby confirm that I have never had my professional license, registration or certifications revoked, suspended, denied, restricted, limited or placed in a probationary status, nor do I have any knowledge that my professional license, registration or certification is currently under investigation except as disclosed in this application.

I authorize the County to investigate my background, references, employment record, criminal conviction record, and other matters related to my suitability for employment. This specifically includes, without limitations, a criminal background check. I also authorize my former employers or any third party to disclose to the county all reports without giving me prior notice of such disclosure. I hereby release the County, former employers, and all references listed above from any and all claims, demands, or liabilities arising out of, or related to such investigation or disclosure. A copy of this Authorization shall have the same force and effect as the original.

I also understand that a conditional offer of employment may be based on the results of a later medical examination and drug screening to determine whether I meet the physical requirements of the job for which I am hired. In addition, if accepted for employment, I hereby agree to abide by the rules and policies of Wyoming County.

Signature: _____

Date _____

ALL STATEMENTS ARE SUBJECT TO VERIFICATION

In compliance with Title IX of the Educational Amendments Of 1972 (U.S. Congress), it is the policy of the Wyoming Central School District not to discriminate on the basis of sex, religion, national origin, age, physical ability, or marital status in admissions, employment and treatment of students and employees in any education program or activity.



Wyoming Central School District
1225 State Route 19
PO Box 244
Wyoming, NY 14591-0244

Phone: (585)495-6222
Fax: (585)495-6341
www.wyomingcsd.org

**ADDITIONAL INFORMATION
FOR NON-INSTRUCTIONAL APPLICATIONS**

Return completed application together with your resume to:

Michele Pearce
Secretary to the Superintendent
Wyoming Central School
1225 Route 19
PO Box 244
Wyoming, NY 14591-0244
mpearce@wyomingcsd.org

ADDITIONAL PERSONAL DATA

Are you a NYS Retirement System Member? ☐ Yes _____ ☐ No
(If yes, place number here)

Have you been previously fingerprinted and had a criminal history record check by the **New York State Education Department**? ☐ Yes ☐ No

If "yes" please state the date performed and list circumstances (i.e., employment at school district, etc.) _____

Job Title	
Fingerprint Clearance	
BOE Approved	
Civil Service	
Wyoming County Approved	

ADDITIONAL REFERENCES

We request at least three (3) references. If you would like to use someone that is not listed on the Civil Service Application, please add the new reference here: (Two professional and one personal reference are preferred.)

Name	Title	Organization & Mailing Address	Phone #	Email

CANDIDATES PAGE

We are interested in any further information that may distinguish your application. This should include describing:

1. Why you are a candidate for the position noted; and
2. Personal activities such as travel, honors, publications, advance written work, participation in special program, any special hobbies or interests. Please use an additional piece of paper or use the back of this page.

Important

I understand that the Wyoming Central School District will be making an extensive inquiry regarding my background and experience, and I hereby release from any liability anyone giving information regarding me (whether specified in my application or not) as long as the information is relevant to the duties for which I have applied. If requested, I will sign individual releases. I further understand that all information gathered by the District regarding my application will be the property of the District and will not be released to me unless required by Federal or State statutes or regulation.

Attestation

I hereby affirm that the information provided within this application and attached hereto is true and correct to the best of my knowledge.

Signature

Date