

APPLICATION FOR EXAMINATION OR EMPLOYMENT Page 2

1. Are you now serving or have you ever served in the Armed Forces of the United States on a full-time active duty basis other than active duty for training purposes?
 Yes No

If "No", omit questions 2 through 5.

2. If you served in the Armed Forces of the United States, did you receive a discharge which was other than honorable? Yes No

NOTE: A DISHONORABLE DISCHARGE OR BAD CONDUCT DOES NOT AUTOMATICALLY DISQUALIFY YOU.

3. Did you serve in the Armed Forces of the United States during any of the following periods?

A. December 7, 1941 to December 31, 1946

B. June 27, 1950 to January 31, 1955

C. December 22, 1961 to May 7, 1975

D. August 2, 1990 to "date to be determined"

E. U.S. Public Health Service: July 29, 1945 to December 31, 1946, or June 27, 1950 to July 3, 1952

Yes No

Did you receive an expeditionary medal for any of the following conflicts?

F. Lebanon - June 1, 1983 to December 1, 1987

G. Grenada - October 23, 1983 to November 21, 1983

H. Panama - December 20, 1989 to January 31, 1990

Yes No

I. I am currently on active duty (for other than training purposes).

Yes No

4. Since January 1, 1951, have you ever used additional credits as a veteran for **appointment** to any position in the public employment of New York State or any of its civil divisions?

Yes No

5. Are you: A non – disabled war veteran _____
 A disabled war veteran _____

Disabled and non-disabled war veterans who are eligible for additional credits must submit an application for veterans' credits. Candidates who wish to claim veterans' credits on an examination should request this application from the Ulster County Personnel Department. The completed forms must be received in the office before the eligible list for this examination is established.

6. Do you have a valid license to operate a motor vehicle in New York State? _____ Yes - Class _____
 _____No

7. FOR EXAMINATION PURPOSES ONLY: Check below if you desire special status because you are a:

A. _____Sabbath Observer and cannot be tested on Saturdays for religious reasons.

B. _____ Disabled Person: Indicate type of assistance required under "REMARKS" on the last page of this application.

8. EXAMINATIONS IN OTHER JURISDICTIONS - Candidates wishing to participate in additional examinations for New York State or other jurisdictions on the same day, must apply individually to each jurisdiction. If you intend to do this indicate, under "REMARKS" on the last page of this application, the jurisdictions to which you have applied, and the examination site at which you plan to compete. New York State examinations must be taken at state examination sites. Requests for this type of consideration may not be approved if received after the announced last file date for the examination.

The following sections on education and work experience must be filled in completely. A resume is not sufficient.

9. Have you graduated from high school? Yes No If not, what grade did you complete? _____
 Name of school/issuing agency _____
 Address: _____
 Equivalency diploma #: _____

For College, University, Professional, Technical and other schools or special courses, please provide copies of transcripts.

Name of school and its location	Dates of Attendance From: / / To: / / (month/year)	Full or Part Time	# of years credited	Did you Graduate?	Type of Course or Major	No. of College Credits Received	Degree Earned	Date of Degree
	___/ ___ To ___/ ___							
	___/ ___ To ___/ ___							
	___/ ___ To ___/ ___							
	___/ ___ To ___/ ___							

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10. DESCRIPTION OF EXPERIENCE: In listing your experience, be more specific in describing those which relate to the position for which you are applying. Begin with your most recent employment. You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will not be resolved in your favor. Include military service experience when appropriate. Relevant volunteer (unpaid) experience will be considered if verified and fully documented (unless otherwise stated on the examination announcement). If your title or duties changed materially in the course of your service in any one organization, indicate such change clearly and as a separate employment. (If more space is needed, attach 8 "x 11" sheets of paper using the same format.)

Length of Employment (Mo/Yr)	Firm Name	Address	City and State	Type of Business
From ___/___/___ To ___/___/___				

Your Exact Title	Name of your Supervisor	Supervisor's Title	No. of hours worked per week: FT PT Volunteer
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DUTIES: Describe the nature of the work personally performed by you, with estimates of percentages of time spent on each type of work. State size and kind of working force, if any, supervised by you and the extent of such supervision.

Length of Employment (Mo/Yr)	Firm Name	Address	City and State	Type of Business
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Your Exact Title	Name of your Supervisor	Supervisor's Title	No. of hours worked per week: FT PT Volunteer
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_____ has applied to us for employment in a non-instructional position.
Name of Applicant

He/She has given your name as a reference. We would greatly appreciate your completing the form below and returning to us at your earliest convenience so that we may proceed with the process. Thank you for your cooperation and prompt response.

Character:	Excellent _____ Good _____ Fair _____ Poor _____
Job Performance:	Excellent _____ Good _____ Fair _____ Poor _____
Job Knowledge:	Excellent _____ Good _____ Fair _____ Poor _____
Attendance:	Excellent _____ Good _____ Fair _____ Poor _____
Judgment:	Excellent _____ Good _____ Fair _____ Poor _____
Strong Work Ethic:	Excellent _____ Good _____ Fair _____ Poor _____
Ability to get along with others:	Excellent _____ Good _____ Fair _____ Poor _____

How do you know the applicant? _____

How long have you known the applicant? _____

Please feel free to make any other comments you might feel beneficial in our determination of hiring this individual.

COMMENTS:

Please check the statement which best describes your opinion about this applicant in a non-instructional position in the Wallkill Central School District.

- I highly recommend this applicant as a non-instructional employee. He/she is exceptional.
- I feel this applicant would perform satisfactorily as a non-instructional employee. He/she is satisfactory.
- I do not recommend this applicant.
- No comment.

Reference Contact Information:

Name: _____

Address: _____

City, State, Zip: _____

Phone number: _____ Email: _____

Signature Title Date

Sincerely,

Brian Devincenzi
Assistant Superintendent for Support Services

BD/sh

Return this form to:

Susan Hansen
Administration Office
1500 Route 208
PO Box 310
Wallkill, NY 12589
shansen@wallkillcsd.k12.ny.us



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City, State, Zip: _____

Phone number: _____ Email: _____

Signature Title Date

Sincerely,

Brian Devincenzi
Assistant Superintendent for Support Services

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