BROOME COUNTY GOVERNMENT
CIVIL SERVICE EXAMINATION APPLICATION
PROMOTIONAL EXAMINATION

Department of Personnel
Broome County Office Building, 3rd Floor, 60 Hawley Street,
PO Box 1766, Binghamton, NY 13902
www.gobroomecounty.com/personnel

DO NOT WRITE IN THIS SPACE

THE NEW YORK STATE HUMAN RIGHTS LAW prohibits discrimination because of age, race, creed, color, national origin, sexual orientation, military status, sex or marital status.

Exam Title: _____ ***Exam No.:*** _____

Exam Date: _____ ***Last Date to File:*** _____

1. NAME AND LEGAL RESIDENCE: (Please notify the Department of Personnel in writing immediately of any information changes)

_____
Last Name | First Name | M.I. | Social Security No.

_____
Street | City | State | Zip Code | Town

_____
COUNTY | SCHOOL DISTRICT

2. MAILING ADDRESS: _____
(if different from above) Street | City | State | Zip Code

3. EMAIL ADDRESS: _____

4. PHONE NUMBER: (____) _____ (____) _____ (____) _____
Home | Business | Cell

5. CURRENT DEPT:_____ **Title:** _____

6. LIST BELOW CURRENT AND PRIOR EMPLOYMENT THAT SHOWS YOU MEET PROMOTIONAL QUALIFICATIONS (SEE EXAM ANNOUNCEMENT)

Department:	Title:	Start Date:	End Date:

DECLARATION: I declare, subject to the penalties of perjury, that the statements made I this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment.

Signature of Applicant _____ **Date** _____

FOR DEPARTMENT USE ONLY

☐ Approved ☐ Disapproved Reviewer's Initials _____

Comments: _____

_____

Raw Score _____
Veteran _____
Seniority _____
Final Score _____

Fee Waived: _____ Conf #: _____ Credit Card: _____ Money Order: _____ Check and Amount: _____

INSTRUCTIONS AND INFORMATION

PROCESSING FEES:

- Non-Uniformed Promotional Exams $10.00
- Uniformed Protective Services Promotional Exams $20.00

CASH NOT ACCEPTED. The fee will not be refunded if your application is disapproved.
CREDIT CARDS, CHECKS, OR MONEY ORDERS PAYABLE TO "BROOME COUNTY OFFICE OF MANAGEMENT AND BUDGET". Faxed applications will not be accepted. Applications and/or processing fees will not be accepted after the Last Date to File. Please be sure to include applicant's name and examination number on your check or money order. A check returned for insufficient funds may disqualify your application and result in further action and service charges.

APPLICATION FEE WAIVER: A waiver of application fee is allowed if you are determined eligible for Medicaid, Receiving SSI payments or Public Assistance, or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Fee waiver forms are available at gobroomecounty.com/personnel/forms

QUALIFICATIONS: The burden of establishing required qualifications is the responsibility of the applicant. Out-of-title experience cannot be credited toward meeting the minimum qualifications. Work experience must be paid unless otherwise specified. Part-time experience will be prorated. DO NOT SUBMIT YOUR RESUME.

ADDRESS CHANGE: It is the responsibility of the candidate to notify the Broome County Department of Personnel of any changes in name or address. No attempt will be made to late candidates who have moved. The candidate change of information form is available at www.gobroomecounty.com/personnel/forms

ADMISSION TO EXAMINATION: Admission notices will be mailed to all approved candidates approximately 8 days before the examination. If you do not receive your notice by the Tuesday before the examination date, please call 778-2222 or 778-2276.

SPECIAL TESTING ARRANGEMENTS: If you require special arrangements a written request should be attached to this application describing the type of special accommodations required.
RELIGIOUS ACCOMODATIONS: Those requesting special testing arrangements because of Saturday Sabbath Observance or other Religious Accommodation must submit the Religious Accommodation Form.

ALTERNATE TEST DATE: Broome County allows for exams to be given on dates other than those scheduled by New York State in limited situations and according to stated policy. If you cannot take the test on the announced test day due to a conflict, provide specific details and each request will be determined on a case by case basis.

EXTRA CREDITS FOR WAR TIME VETERANS: To claim credits as a Veteran, you must have served in the Armed Forces of the United State during the time periods listed below. The "Armed Forces of the United States" means the Army, Navy, Marine Corps, Air Force and Coast Guard, including all components thereof, and the National Guard when in service of the United States pursuant to call as provided by law, **on a full-time active duty other than active duty for training purposes.** Those wishing to claim Veteran's credits, and who have not previously used veteran's credits for a position in New York State or its civil division, must submit a Veterans' Credit Application and a copy of their discharge papers (Form DD-214).
The Veteran's credits for a Promotional examination are 5.0 points for a Disabled Veteran, or 2.5 points for a Non-Disabled Veteran.

Time of War Periods:

- August 2, 1990 to the end of such hostilities (date not yet determined)
- February 28, 1961 to May 7, 1975
- June 27, 1950 to January 31, 1955
- December 7, 1941 to December 31, 1946

- **Or** earned the armed forces, navy or marine corps expeditionary medal for service in: (Panama) December 20, 1989 to January 31, 1990; or (Lebanon) June 1, 1983 to December 1, 1987; or (Grenada) October 23, 1983 to November 21, 1983;
- **Or** in the U.S. Public Health Service: June 27, 1950 to July 3, 1952; or July 29, 1945 to December 31, 1946
  Must be a United States citizen or alien lawfully admitted for permanent residence and be a New York State resident.

☐ I wish to claim War Time Veterans Credits. I expect to receive or have already received a discharge which was honorable or release under honorable circumstances from the Armed Forces of the United States.

SCHEDULE FOR COMPUTING SENIORITY

- Less than 1 year = 0 points
- 1 year to 6 years= 1 point
- Over 6 years up to 11 years = 2 points
- Over 11 years up to 16 years = 3 points
- Over 16 years up to 21 years = 4 points
- Over 21 years = 5 points