



# BROOME COUNTY GOVERNMENT CIVIL SERVICE EXAMINATION APPLICATION

## Department of Personnel

Broome County Office Building, 3rd Floor, 60 Hawley Street,  
PO Box 1766, Binghamton, NY 13902 [www.gobroomecounty.com/personnel](http://www.gobroomecounty.com/personnel)

DO NOT WRITE IN THIS SPACE

### **Processing Fees: CASH NOT ACCEPTED.**

- **Open-Competitive Exams \$20.00**

Except Uniformed Protective Services - (Police Officer, Deputy Sheriff, Firefighter, Correction Officer) \$30.00

- **Promotional Exams \$10.00**

Except Uniformed Protective Services - (Police Officer, Deputy Sheriff, Firefighter, Correction Officer) \$20.00

**CREDIT CARDS, CHECKS, OR MONEY ORDERS PAYABLE TO "BROOME COUNTY OFFICE OF MANAGEMENT AND BUDGET".  
CASH CANNOT BE ACCEPTED. 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/or service charges. The fee will not be refunded if your application is disapproved.

**Application Fee Waiver:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household, are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/ Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. Fee waiver forms are available at the Broome County Department of Personnel, the Department of Social Services or online at [www.gobroomecounty.com](http://www.gobroomecounty.com) and **MUST** be submitted with your application.

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.

**A Separate Application Must Be Completed For Each Examination Number.  
This Application Is Part Of Your Examination.**

Please answer all questions completely and accurately.

Attach additional sheets if necessary to provide required information.

### **EXACT EXAMINATION TITLE AND NUMBER AS STATED ON ANNOUNCEMENT:**

**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 \_\_\_\_\_

#### **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: \_\_\_\_\_

5. **AGE:** If applying for a position with minimum or maximum age limits, please state date of birth: \_\_\_\_\_

**6. CITIZENSHIP/ELIGIBILITY FOR EMPLOYMENT:**

Before you can be employed in any position, you will be required to produce documents that establish your identity and your eligibility to be employed in the United States.

- 7. a. Were you ever discharged from employment for reasons other than lack of work or funds, disability or medical condition?  Yes  No
- b. Did you ever resign rather than face discharge?  Yes  No
- c. Have you ever been convicted of a crime (felony or misdemeanor)?  Yes  No
- d. Are you now under charges for any crime?  Yes  No
- e. Did you ever receive a discharge from the Armed Forces of the United States that was "Other Than Honorable", or which was issued under "Other Than Honorable" conditions?  Yes  No

If you answered YES to any portion of questions 7a-e, provide details on a separate sheet. Your failure to answer these questions or to provide details will significantly delay any determination concerning your qualifications and may deprive you of potential employment opportunities. None of the above circumstances represent an automatic bar to employment. Each case is considered and evaluated on individual merit in relation to the duties and responsibilities of the position for which you are applying.

**8. SPECIAL TESTING ARRANGEMENTS:**

**RELIGIOUS ACCOMMODATION:** Most written tests are held on Saturdays. If you cannot take the test on the announced test day due to a conflict with a religious observation or practice, check the box below and complete and submit a Religious Accommodation Form by the Last Date to File.

I cannot be tested on the scheduled examination date due to a conflict with a religious observance or practice.

**SPECIAL ACCOMMODATIONS IN TESTING:** Broome County provides reasonable accommodations for individuals with a disability during application, examination, interview and employment. If you need a reasonable accommodation, check the box below and attach a written description of the accommodation sought. Medical documentation is required.

I require special accommodation to take this examination.

**OTHER ACCOMMODATIONS NEEDED:** If you require accommodation for reasons other than religious or disability, check the box below and attach a written description of the accommodation sought.

I require special accommodation to take this examination.

**9. MILITARY STATUS:**

If the minimum qualifications for the exam you are applying for require military experience and you are qualifying with this requirement please check this box.

**IF YOU WISH TO CLAIM EXTRA CREDITS FOR WAR TIME VETERANS PLEASE COMPLETE AN "APPLICATION FOR VETERAN STATUS FOR CIVIL SERVICE"**

**10. YOUR EDUCATION:**

Read the exam announcement for educational requirements. If specialized coursework is required, attach a copy of the transcript or a list of the required courses and the number of credit hours completed.

Do you have a High School or Equivalency Diploma? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, name and location of High School or issuing government authority:					
College, University, Professional or Technical School(s):	College Credits Received	Dates of Attendance	Type of Degree Received	Major Subject or Type of Course	Did You Graduate?	Degree Expected
Name of School & City in which located					YES NO	Mo. Yr.
Name of School & City in which located					YES NO	Mo. Yr.
Name of School & City in which located					YES NO	Mo. Yr.
Other Schools or Special Courses					YES NO	Mo. Yr.

**11. LICENSE OR CERTIFICATION:**

Complete the following if a license, certificate or other authorization to practice a trade or profession is required on the announcement(s).

Trade or Profession	License Number	Date License First Issued	Registration Mo. Yr. Mo. Yr. From To	If you are not currently licensed check this box: <input type="checkbox"/>
Specialty	Granted by (licensing agency)			City/State

**12. If required on the announcement, do you have a valid license to operate a motor vehicle in New York State?**

Yes  No License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Class of License: \_\_\_\_\_ Endorsements: \_\_\_\_\_ Restrictions: \_\_\_\_\_

**13. DESCRIBE YOUR EXPERIENCE: All sections must be filled out completely; a resume does not substitute.**

Begin with the most recent employment. List all employment or military service that shows you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. You are responsible for an accurate and clear description of your experience. Under DUTIES describe the nature of work which you personally performed. If you supervised, state how many people and the nature of such supervision. Part-time experience will be prorated unless otherwise stated on the announcement. Verified and documented volunteer experience will only be credited when specifically stated on the examination announcement.

**Note:** A resume may be submitted but is not a substitute for providing the information below.

LENGTH OF EMPLOYMENT FROM MO / YR TO MO / YR	FIRM NAME	ADDRESS	CITY AND STATE
WAS THIS POSITION PAID <input type="checkbox"/> OR VOLUNTEER <input type="checkbox"/> HOURS/WEEK	DUTIES		
TYPE OF BUSINESS			
YOUR EXACT TITLE			
NAME OF YOUR SUPERVISOR			
SUPERVISOR'S TITLE			

LENGTH OF EMPLOYMENT FROM MO / YR TO MO / YR	FIRM NAME	ADDRESS	CITY AND STATE
WAS THIS POSITION PAID <input type="checkbox"/> OR VOLUNTEER <input type="checkbox"/> HOURS/WEEK	DUTIES		
TYPE OF BUSINESS			
YOUR EXACT TITLE			
NAME OF YOUR SUPERVISOR			
SUPERVISOR'S TITLE			

LENGTH OF EMPLOYMENT FROM <small>MO / YR</small> TO <small>MO / YR</small>	FIRM NAME	ADDRESS	CITY AND STATE
WAS THIS POSITION PAID <input type="checkbox"/> OR VOLUNTEER <input type="checkbox"/> HOURS/WEEK	DUTIES		
TYPE OF BUSINESS			
YOUR EXACT TITLE			
NAME OF YOUR SUPERVISOR			
SUPERVISOR'S TITLE			

LENGTH OF EMPLOYMENT FROM <small>MO / YR</small> TO <small>MO / YR</small>	FIRM NAME	ADDRESS	CITY AND STATE
WAS THIS POSITION PAID <input type="checkbox"/> OR VOLUNTEER <input type="checkbox"/> HOURS/WEEK	DUTIES		
TYPE OF BUSINESS			
YOUR EXACT TITLE			
NAME OF YOUR SUPERVISOR			
SUPERVISOR'S TITLE			

**14. REFERENCES:** Do you have any objection to our contacting present or past employers to verify above?

Yes  No If yes, comment \_\_\_\_\_

**DECLARATION:** I declare, subject to the penalties of perjury, that the statements made in 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

By checking this box and typing or signing your name in the signature field you are agreeing to the above declaration and verifying all information is accurate.

Please print any other names by which you are or have been known. \_\_\_\_\_

NOTE: Have you answered all appropriate questions? An incomplete application may be disapproved. An application will be disqualified if the processing fee or qualifying information is postmarked after the Last Date to File. This Department does not make formal acknowledgement of the receipt of an application or take responsibility for non-delivery or postal delay.

PERSONAL PRIVACY PROTECTION LAW NOTIFICATION: The information that you are providing on this application is being requested pursuant to Section 50.3 of the New York State Civil Service Law for the principal purpose of determining the eligibility of applicants to participate in the examination(s) for which they have applied.