

# Application for Employment or Examination

Otsego County Personnel Department  
197 Main Street, Cooperstown, NY 13326  
(607) 547-4239 [www.otsegocounty.com](http://www.otsegocounty.com)

Position Title: \_\_\_\_\_

Examination # \_\_\_\_\_

When filling out your application form, check to make sure all appropriate questions have been answered. **Incomplete, faxed, scanned, emailed, or photocopies of the Employment/Examination Application WILL NOT BE ACCEPTED.**

## PERSONAL INFORMATION PAGE

This application is part of your examination. Answer all questions completely. Print in ink or use typewriter. Attach additional sheets if necessary in order to give complete and detailed information. Incomplete applications will not be accepted. Resumes may not be substituted for a completed application, but will be accepted in addition to the application.

(Last Name) (First) (MI)

(Street Address or PO Box)

(City) (State) (Zip Code)

Telephone # (Include Area Code) and E-mail Address

Home \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_

Social Security Number:

If there is an age requirement for this vacancy/examination, enter your date of birth:

\_\_\_\_\_ Mo. \_\_\_\_\_ Day \_\_\_\_\_ Yr.

Have you ever been employed by Otsego County ☐ Y ☐ N

If yes, enter dates here From \_\_\_\_\_ to \_\_\_\_\_

If you are not a citizen of the United States, do you have the legal right to accept employment in the United States? ☐ Yes ☐ No

State your actual permanent legal residence and indicate for how long you have resided there continually, up to and including the date of this application.

Name of District Months/Years

School District of: \_\_\_\_\_

City or Village of: \_\_\_\_\_

Town of: \_\_\_\_\_

County of: \_\_\_\_\_

State of: \_\_\_\_\_

### THIS AFFIRMATION MUST BE COMPLETED

I affirm that the statements made on this application (including any attached papers) are true under the penalties of perjury.

X \_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_ Date

Is additional information about a change in your name or your use of an assumed name or nickname necessary to enable a check on your application. YES: ☐ NO: ☐ If Yes, explain \_\_\_\_\_

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Fee Received: \_\_\_\_\_ By: \_\_\_\_\_

Check appropriate box to the right of each question.

A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? ☐ Yes ☐ No

B. Did you ever resign from any employment rather than face dismissal? ☐ Yes ☐ No

C. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under other than honorable circumstances? ☐ Yes ☐ No

D. Have you ever been convicted of any crime (felony or misdemeanor)? Does not include sealed convictions under Criminal Procedure Law §160.59. ☐ Yes ☐ No

E. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charge? ☐ Yes ☐ No

F. Are you now under charges for any crime? ☐ Yes ☐ No

If you answered "Yes" to any of the questions A-F above, you may give specifics under "remarks" on the front page of this application. If you elect not to provide specifics, however, or if such information is insufficient, you may be required to submit further information. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying.

G. Are you a volunteer firefighter? ☐ Yes ☐ No

H. Have you ever served in the Armed Forces of the United States? If yes, answer I-K (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 the service of the United States pursuant to call as provided by law on a full-time active duty basis other than active duty for training purposes.) ☐ Yes ☐ No

I. If "yes" did you receive a discharge, which was honorable, or were you released under honorable circumstances? ☐ Yes ☐ No

J. Did you serve in the Armed Forces of the United States during any of the following periods?  
☐ 12/07/1941 to 12/31/1946 ☐ 06/27/1950 to 01/31/1955  
☐ 01/01/1963 to 05/07/1975 ☐ 08/02/1990 to not specified  
☐ 06/01/1983 to 12/01/1987 ☐ 10/23/1983 to 11/21/1983  
☐ 12/20/1989 to 01/31/1990

NOTE: Credits for Lebanon, Grenada and Panama will be limited to those who received the following Expeditionary medals: Armed Forces, Navy, or Marine Corps. Without appropriate medal, service is treated as under 05/08/1975 to 08/01/1990. US Public Health Service: 07/29/1945 to 09/02/1945 or 06/26/1950 to 07/03/1952 Or; a member of the National Guard activated during the US Postal Strike 03/23/1970 to 03/30/1970.

K. Since January 1, 1951, have you used additional credits as a disabled or non-disabled veteran for appointment to any position in the public employment of New York State or any of its civil divisions? ☐ Yes ☐ No

If you are claiming veterans credits for the examination indicated on this application, be sure that you read Instruction E on the front page of the application.

☐ Approved ☐ Conditioned ☐ Disapproved

EDUCATION: If credit is claimed for a partially completed college curriculum or correspondence course, attach a list of courses and credit or semester hours completed. Indicate how many credit hours or Courses are required for graduation. If required to indicate specific course work, do so on an attached sheet. Do NOT send transcript unless required by announcement.

Have you graduated from high school?

☐ YES☐ NO

IF YES, NAME AND LOCATION OF HIGH SCHOOL:

If you have a high school equivalency diploma, indicate: ISSUING GOVERNMENTAL AUTHORITY:

NUMBER

	Name of School and Address	Full or Part-Time	Did you graduate?	Type of Course Or Major Subject	Number of College Credits Rec'd	Type of Degree Rec'd
College, University Professional Or Technical School						
Other School Or Special Courses						

LICENSES: If a license or other authorization to practice a trade or profession is listed as a requirement on the announcement of the examination(s) for which you are applying, complete the following question: If not currently licensed check this box. ☐

Name of Trade or Profession	License Number	Granted by (licensing agency)	City or State of
Specialty	Date of License First Issued	Registered From: (mo/Yr.) To: (mo./Yr)	

If required on the announcement, do you have a valid license to operate a motor vehicle in New York State? ☐ YES☐ NO

If yes, it must be maintained throughout employment. Please attach a copy, and list all traffic infractions and violations over the past three (3) years. A driver record review will be part of the application review process.

DESCRIPTION OF EXPERIENCE: Beginning with the most recent, describe below in detail ALL employment that is pertinent to the position for which you applied. If the announcement states that volunteer or unpaid experience is acceptable as qualifying, describe it in the same way as paid work. You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor. If you have had military service, which includes experience pertinent to the position(s), describe such experience as a separate employment. 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, add as attachment additional sheets of paper.) Under "Duties" for each employment describe the nature of the work personally performed by you. State size and kind of working force, if any, supervised by you and the extent of such supervision.

<div>Length of Employment</div> <div>MO YR MO YR</div> <div>From / To /</div>	Firm Name	Address	City and State
<div>Earnings</div> <div>Paid <input type="checkbox"/>unpaid <input type="checkbox"/></div>	Describe Duties:		
Type of Business			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
No. of hours worked per week (exclusive of overtime)	Reason for Leaving:		

<div>Length of Employment</div> <div>MO YR MO YR</div> <div>From / To /</div>	Firm Name	Address	City and State
<div>Earnings</div> <div>Paid <input type="checkbox"/>unpaid <input type="checkbox"/></div>	Describe Duties:		
Type of Business			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
No. of hours worked per week (exclusive of overtime)	Reason for Leaving:		

Length of Employment MO YR      MO YR From    /    To    /	Firm Name	Address	City and State
Earnings Paid <input type="checkbox"/> unpaid <input type="checkbox"/>		Describe Duties:	
Type of Business			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
No. of hours worked per week (exclusive of overtime)		Reason for Leaving:	

  

Length of Employment MO YR      MO YR From    /    To    /	Firm Name	Address	City and State
Earnings Paid <input type="checkbox"/> unpaid <input type="checkbox"/>		Describe Duties:	
Type of Business			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
No. of hours worked per week (exclusive of overtime)		Reason for Leaving:	

  

How did you hear about this exam/vacancy posting?  
☐ Personnel Website      ☐ NYS Dept. of Labor      ☐ Other \_\_\_\_\_  
☐ Newspaper \_\_\_\_\_      ☐ Online \_\_\_\_\_

  

May we contact your present employer?    \_\_\_ Yes    \_\_\_ No

  

**Professional References:**  
  

1. \_\_\_\_\_  

Name
Phone #

Address
Email

2. \_\_\_\_\_  

Name
Phone #

Address
Email

3. \_\_\_\_\_  

Name
Phone #

Address
Email