

Are you a Citizen of the United States? Yes No If no, do you have a legal right to work in the U.S.? Yes No
 Do you have a valid New York State Driver's License? Yes No If yes, what class _____

LICENSE/CERTIFICATE Do you have a license, certification or other authorization to practice a trade or profession? Yes No
 Name of Trade/Profession: _____ License/Certificate Number: _____
 Licensing Agency: _____ Licensed from: _____ to: _____

EDUCATION
 Have you received a High School Diploma? Yes No If no, have you received a General Equivalency Diploma (G.E.D.)? Yes No
 Name of High School _____ Check the highest grade completed 8 9 10 11 12

EDUCATION above high school level

Name of School	Location (State)	Course/Major	Credits Completed	Type of Degree	Date Degree Received
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TRAINING Other Training you received (i.e., work training programs, Armed Forces training). Please estimate training hours received.

Course/Program	Hours
_____	_____
_____	_____

WORK EXPERIENCE
 Describe your employment, including military experience, beginning with your current and most recent employment. Submission of a resume does not relieve you of the responsibility for completing all sections of this application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average # of hours in the workweek, final salary, and reason for leaving, specific job duties, your job title, etc. must be shown. If you supervised, state how many people and nature of such supervision.

Name & Address of current or most recent employer _____

Starting Date: _____ Ending Date: _____
 Month/Year Month/Year

Hours worked per week: _____

Reason for leaving: _____

Your job title: _____

Immediate Supervisor's name: _____ Title: _____ Phone: _____

Description of duties: _____

WORK EXPERIENCE (continued)

Describe your employment, including military experience, beginning with your current and most recent employment. Submission of a resume does not relieve you of the responsibility for completing all sections of this application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average # of hours in the workweek, final salary, and reason for leaving, specific job duties, your job title, etc. must be shown. If you supervised, state how many people and nature of such supervision.

Name & Address of employer _____

Starting Date: _____ Ending Date: _____
Month/Year Month/Year
Hours worked per week: _____
Reason for leaving: _____
Your job title: _____
Immediate Supervisor's name: _____ Title: _____ Phone: _____
Description of duties: _____

Name & Address of employer _____

Starting Date: _____ Ending Date: _____
Month/Year Month/Year
Hours worked per week: _____
Reason for leaving: _____
Your job title: _____
Immediate Supervisor's name: _____ Title: _____ Phone: _____
Description of duties: _____

Remarks:

PERSONAL PRIVACY PROTECTION LAW NOTIFICATION: The information which you are providing on this application is being requested pursuant to Section 50.3 of the NYS Civil Service Law for the principal purpose of determining the eligibility of applicants to participate in the examination for which they have applied. This information will be used in accordance with Section 96(1) of the Personal Privacy Protection Law, particularly subdivision (b)(e) and (f). Failure to provide this information may result in disapproval of the application. For further information, relating only to the Personal Privacy Protection Law, call (518)457-9375.

