



CHAUTAUQUA COUNTY APPLICATION FOR EMPLOYMENT AND EXAMINATION

COMPLETED AND SIGNED APPLICATION MUST BE PRINTED AND MAILED OR DELIVERED TO:
Human Resources, 3 N. Erie Street, Room 144, Gerace Office Building, Mayville, NY 14757-1007

Phone (716) 753-4237 • Fax (716) 753-4686

Email CCHRS@chqgov.com • Website www.chqgov.com

Carefully read the appropriate announcement before completing this form. Answer all questions with complete and detailed information. An incomplete application may result in disqualification. This application is used for employment within Chautauqua County Civil Service and may be part of your examination. All statements are subject to verification. If you need assistance or reasonable accommodation in the application process, please contact our office. *Send completed application via fax, email or in person.*

1. APPLICANT INFORMATION (Please Type or Print Legibly)			
Exact Job or Examination Title:		Exam Number:	<small>Check Exam Announcement for exam numbers & fees Checks/Money Orders are payable to the Director of Finance</small>
Last Name:	First Name:	MI:	Social Security Number:
<small>(Street)</small>		<small>(City)</small>	
Mailing Address:			
Daytime Phone Number:		Other Phone Number:	Email Address:
Please provide any other assumed name(s) or nickname(s) relevant to enable a check on your work record:			
Are you under the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No, if YES , enter your date of birth: <small>mm/dd/yy</small>			
2. RESIDENCY/CITIZENSHIP: State your permanent legal residence and indicate how long you have continuously resided at the location up to the date of this application. IMPORTANT: This section may determine your residency for employment.			
School District:	City/Village:	Town of:	
County of:	State:	Resided for how long? Years: Months:	
Residence Address: (ONLY if different from your mailing)			
Are you a United States Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No Employment is contingent upon the provision of proof of the right to accept employment in the United States.			
3. DRIVER'S LICENSE (ALL applicants must complete this section)			
Do you have a valid New York State Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have one from any other State? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you have a valid Driver's License, please provide the following Information:			
State:	Class:	ID:	Endorsements: Restrictions:
Do you have 5 or more years of Driving experience? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you been convicted of any motor vehicle violations (including speeding tickets) in the past five years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If YES , please explain:			
4. UNIFORMED APPLICANTS ONLY (Examples - Correction Officer, Court Security, Deputy Sheriff, Firefighter, and Police Officer)			
Have you completed the Basic Police Officer Training or Sheriff's Academy? <input type="checkbox"/> Yes <input type="checkbox"/> No (if YES , please list the school under section 5)			
Do you have a valid New York State Pistol Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No		DATE OF BIRTH: <small>mm/dd/yy</small>	
Have you ever been convicted of any crime (felony or misdemeanor)? <input type="checkbox"/> Yes <input type="checkbox"/> No			

5. EDUCATION – Positions and examinations may require specific course work. On an attached sheet, list the courses that you have completed. If you claim credit for a partially completed college curriculum attach a list of completed courses and credit or semester hours. Indicate how many credit hours or courses are required for graduation. Do NOT send an OFFICIAL transcript unless requested on the examination announcement.

Do you have a High School/Equivalency Diploma? Yes No If No, indicate highest grade completed: _____
 Name of High School or Issuing Governmental Authority: _____

Name and Location of College, University, or Technical Schools	Course of Study (Major/Minor)	Credits Completed	Degree Received Yes or No	Degree/Certificate Type	If Degree Received Enter Date	If Degree is NOT Received Enter Expected Date

6. Complete the following field if you possess a license, certificate or other authorization to practice a trade or profession. If not currently licensed, check this box

Examples of Trade Licenses and/or Certificates: Peace Officer, Registered Professional Nurse, Licensed Practical Nurse, Certified Occupational Therapy Assistant, Wastewater or Water Treatment Plant Operator, Emergency Medical Technician (EMT), CPR, Automated External Defibrillator (AED) and First Aid.

Professional or Trade Licenses	License Number	Specialty Granted By	City or State Issued by	Registered mm/dd/yy From: To:
Professional or Trade Licenses	License Number	Specialty Granted By	City or State Issued by	Registered mm/dd/yy From: To:

7. GENERAL INFORMATION FOR APPLICANTS:

Change of Address, Name or Email - You are responsible to notify our office of any address, name & email changes. A change of address/name/email form is available on our website, under Forms and Applications, or at our Mayville office. Failure to do so may delay or prevent, our ability to send you important notices concerning an examination. We cannot make allowances for notices to candidates not received on a timely basis due to an improper address, name or email.

Background Investigation - Applicants may be required to undergo a state and/or national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

How did you hear about this job?

- Posted Notice
 County Website
 College/School
 Community Organization
 Internet Website (Facebook, Indeed etc.) _____ NYS Employment Office
 Newspaper _____ Other _____

8. EMPLOYMENT AND EXPERIENCE: We will not refer to resumes or other applications on file. You are responsible for submitting an accurate, complete and clear description of your experience. If your responsibilities change within any employer, indicate such change as separate experience. Include part time, volunteer and military experience, which may be prorated. If more space is needed, attach an additional copy of this page.

<small>(Start With Most Recent)</small>	
EMPLOYER:	Type of Business:
Address:	MO YR MO YR Dates Employed: From / To /
Supervisor's Name:	Total <u>Average</u> Hours Per Week
Position Title:	Check the Box if Your Responsibilities Included: Supervision of Employees Typing/Data
List Responsibilities:	
Reason for Seeking Other Employment/Leaving:	May We Contact? Yes No
EMPLOYER:	Type of Business:
Address:	MO YR MO YR Dates Employed: From / To /
Supervisor's Name:	Total <u>Average</u> Hours Per Week
Position Title:	Check the Box if Your Responsibilities Included: Supervision of Employees Typing/Data
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