

**CORTLAND COUNTY  
PERSONNEL/CIVIL SERVICE**

COUNTY OFFICE BUILDING  
60 Central Avenue \* Cortland, NY 13045-2746  
Telephone 607 753-5076 \* FAX 607 758-5517  
TTY Users: 1-800-662-1220  
Website: [www.cortland-co.org](http://www.cortland-co.org)

**APPLICATION FOR EXAMINATION OR EMPLOYMENT**

Cortland County City of Cortland Towns  
Villages School Districts  
Cortland Housing Authority Soil & Water Conservation District

**FOR P/CS USE ONLY**

Approved \_\_\_\_\_  
Disapproved \_\_\_\_\_  
Conditional \_\_\_\_\_  
App. Amended \_\_\_\_\_

Fee \_\_\_\_\_ Paid \_\_\_\_\_ Voucher \_\_\_\_\_

Receipt No. \_\_\_\_\_ Received \_\_\_\_\_

Vet\_\_ AP Sent\_\_ AP Recd\_\_ Approved\_\_ V\_\_ DV\_\_ Disapproved\_\_

**THIS APPLICATION IS PART OF YOUR EXAMINATION. ANSWER ALL QUESTIONS FULLY AND CAREFULLY.**

Type or print in ink. You may attach additional information if necessary. A separate application is required for each position/exam you are applying for.

1.

NAME:

LAST \_\_\_\_\_ FIRST \_\_\_\_\_ MI \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

2. VACANCY/EXAMINATION TITLE APPLYING FOR: \_\_\_\_\_ EXAM NUMBER: \_\_\_\_\_

3. VETERANS CREDIT (check one): No  Current Member of Armed Forces  Veteran  Disabled Veteran

A. If you are a Veteran, submit DD214 and Veterans Application with this application

B. If you are currently in the armed forces, acceptable proof may include a Military I.D. card, military orders or other official military documents that substantiate active military service at the time of the examination.

4. Law enforcement, Firefighters, Highway, DPW, Youth Bureau positions and positions requiring a commercial drivers license have minimum age restrictions. If you are applying for one of these positions AND/OR if you are under the age of 18, enter your date of birth here: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

5. INDICATE YOUR ANSWER BY PLACING AN "X" IN THE APPROPRIATE SPACE

A. Are you an American citizen or, if not, do you have the legal right to accept employment in the U.S.?

YES NO

B. Do you now, or have you ever worked for an agency under Cortland County's jurisdiction?

C. Are you an exempt volunteer firefighter?

D. Do you require special arrangements for examination (Saturday Sabbath observer or disability)? **If yes, Explain below in Remarks**

E. Were you ever dismissed from any employment for reasons other than lack of work?

\*

F. Have you ever forfeited a bail bond posted to guarantee your appearance in court?

G. Have you ever been convicted of a **felony or misdemeanor**? **Also list sealed (except as allowed under CPL-170) and youthful offender records when applying for law enforcement and/or mental health positions. If yes, court documentation & written explanation must be provided.** You may omit traffic violations

\*

**\*If yes, complete the Disclosure and Consent Form for Background Investigation. A "yes" answer to E or G will not necessarily disqualify you. Each case is evaluated on an individual basis in relation to the duties and responsibilities of the position for which you have applied.**

**REMARKS:** Use this space to provide any information, as necessary. If more space is required, attach additional 8 1/2" by 11" sheets.

**YOU MUST THOROUGHLY COMPLETE ALL OF THE FOLLOWING SECTIONS OF THIS OFFICIAL APPLICATION FORM WHETHER YOU SUBMIT A RESUME OR NOT**

**6. TITLE, YOUR NAME, LEGAL ADDRESS, ETC.: (Those interviewing will see only the following pages and any attachments)**

Title of Position Applying For:	Final Approval:
Applicant's Name:	Conditional:

**NOTE: You must keep your address and telephone numbers current**

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT FROM ABOVE \_\_\_\_\_

VILLAGE \_\_\_\_\_ Years and/or Months There \_\_\_\_\_ / \_\_\_\_\_

TOWN \_\_\_\_\_ Years and/or Months There \_\_\_\_\_ / \_\_\_\_\_

COUNTY \_\_\_\_\_ Years and/or Months There \_\_\_\_\_ / \_\_\_\_\_

SCHOOL DISTRICT \_\_\_\_\_ Years and/or Months There \_\_\_\_\_ / \_\_\_\_\_

HOME TELEPHONE \_\_\_\_\_ BUSINESS TELEPHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

DRIVER'S LICENSE NUMBER \_\_\_\_\_ CLASS \_\_\_\_\_ ENDORSEMENTS \_\_\_\_\_

**7. Education: (If more space is required, attach additional sheets in the same format)**

**Applicants must submit a transcript if applying for a vacancy or exam that requires a college degree or specific number of credit hours**

Type of School	Name and Address of School	Type of Course or Major Subject	Total College Credits Received	Type of Degree Received	Have you received degree?
High School		N/A	Graduated? Yes /No	N/A	N/A
GED/TASC		GED #/ TASC	State:	N/A	N/A
Accredited College or University					Yes/No
Accredited College or University					Yes/No
Professional/ Technical School					Yes/No
Other School or Special Coursework					Yes/No

**8. Licenses: List below any licenses, certifications or authorizations to practice a trade or profession**

<b>Name of Trade or Profession:</b>	<b>License Number:</b>	<b>Granted by:</b>
<b>Specialty:</b>	<b>Date License First Issued:</b>	<b>Current registration date: Expiration date:</b>
<b>Name of Trade or Profession:</b>	<b>License Number:</b>	<b>Granted by:</b>
<b>Specialty:</b>	<b>Date License First Issued:</b>	<b>Current registration date: Expiration date:</b>

**THE COUNTY DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF SEX, RACE, OR HANDICAP IN VIOLATION OF TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, OR S504 OF THE REHABILITATION ACT OF 1973.**

**9. EXPERIENCE:**

On the following pages, list a consecutive history of all employment or occupations that you have ever had, including military experience. **Start with your current or most recent employment first and work your way backward.** Include any verifiable volunteer experience that you feel is relevant. Applicants may be required to furnish satisfactory proof of experience claimed. If unemployed at any time write "unemployed" in the space for firm name and give the reason for unemployment. The "DUTIES" section should contain only the work personally performed by you. State the size and kind of work force, if any, supervised by you and the extent of such supervision. You are responsible for submitting an accurate, adequate and clear description of your experience. Omission, vagueness or fabrications will not be interpreted in your favor. Attach additional sheets as necessary. You must use the same format as that provided below.

Length of Employment FROM: Mo. Yr.	Firm Name:	Address:	City/State/Zip
TO: Mo. Yr.	Type of Business:	Your Title:	Name of Your Supervisor
TOTAL: Yrs. Mo.			
HOURS WORKED PER WEEK:	Duties:		
LAST SALARY _____ PER /WK			
WHY DID YOU LEAVE?			

Length of Employment FROM: Mo. Yr.	Firm Name:	Address:	City/State/Zip
TO: Mo. Yr.	Type of Business:	Your Title:	Name of Your Supervisor
TOTAL: Yrs. Mo.			
HOURS WORKED PER WEEK:	Duties:		
LAST SALARY _____ PER/WK			
WHY DID YOU LEAVE?			

Length of Employment FROM: Mo. Yr.	Firm Name:	Address:	City/State/Zip
TO: Mo. Yr.	Type of Business:	Your Title:	Name of Your Supervisor
TOTAL: Yrs. Mo.			
HOURS WORKED PER WEEK:	Duties:		
LAST SALARY _____ PER/WK			
WHY DID YOU LEAVE?			

**10. EXPERIENCE CONTINUED:**

Length of Employment FROM: Mo. Yr.	Firm Name:	Address:	City/State/Zip
TO: Mo. Yr.	Type of Business:	Your Title:	Name of Your Supervisor
TOTAL: Yrs. Mo.			
HOURS WORKED PER WEEK:  LAST SALARY _____PER/WK  WHY DID YOU LEAVE?	Duties:		

Length of Employment FROM: Mo. Yr.	Firm Name:	Address:	City/State/Zip
TO: Mo. Yr.	Type of Business:	Your Title:	Name of Your Supervisor
TOTAL: Yrs. Mo.			
HOURS WORKED PER WEEK:  LAST SALARY _____PER/WK  WHY DID YOU LEAVE?	Duties:		

**Nepotism Policy-** The County shall employ no person in any position that places such person under supervision of another employee to whom such person is a relative. Definition of a relative- includes individuals who are related by blood, marriage or adoption including the following: parent, child, spouse, brother, sister, grandparent, grandchild, adopted or foster child, in-laws and step-relationships. A person may not be offered a position if employment would create either an actual conflict of interest or the appearance of a conflict of interest. Exceptions can be made; see the Cortland County Policy.

Do you have a relative or relatives as defined above working directly for Cortland County? Yes  No

If you answered yes, please list first and last names, relationship and department (if known). Use back of form if more space is needed.

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Name Relationship Department(s)[if known]

**FAILURE TO SIGN APPLICATION WILL RESULT IN DISAPPROVAL**

**CONSTITUTIONAL OATH/AFFIRMATION AND RELEASE/CONSENT FOR BACKGROUND INVESTIGATION**

I do hereby pledge and declare that I will support the Constitution of the United States and the Constitution of the State of New York, and I will faithfully discharge the duties of the position specified on this application according to the best of my ability

I affirm that the statements made on this application (including any attachments) are true under the penalties of perjury. I authorize the Personnel Officer of Cortland County, or his/her representatives, to obtain from all persons, schools, companies, corporations, credit bureaus and law enforcement agencies any records, documents and other information relative to my suitability to perform the duties of the position and further release all parties supplying said information from all liability and responsibility arising from their supplying said information.

I acknowledge and consent to a State and National criminal background investigation which will include a fingerprint check to determine suitability for employment. Failure to meet the standards of the background investigation may result in disqualification.

Signature \_\_\_\_\_ Date \_\_\_\_\_