

3. Place an "X" in the appropriate space. An answer of YES to any of the following questions does not represent an automatic bar to employment. Each case is considered and evaluated in relation to the duties and responsibilities of the position for which you are applying:

- | | YES | NO |
|--|--------------------------|--------------------------|
| A. Are you an American citizen or, if not, do you have the legal right to accept employment in the US? | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Do you require special accommodations for examination (see examination announcement)? | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Are you the child of a firefighter or police officer killed in the line of duty? | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Do you now, or have you ever, worked for any agency under Tioga County's jurisdiction? | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Have you ever been convicted of a crime (felony or misdemeanor)? | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Are you now under any charges for any crime? | <input type="checkbox"/> | <input type="checkbox"/> |
| G. 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds, disability or medical conditions? | <input type="checkbox"/> | <input type="checkbox"/> |
| I. Did you ever resign from any employment rather than face dismissal? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered "YES" to question C and this application is for a Civil Service examination, additional information may be required to determine eligibility for additional credits. If you answered "YES" to any of the questions E-I, you may give specifics under "Comments" on the last page of this application. If you elect not to provide specifics, or if such explanation is insufficient, a confidential investigation inquiry may be sent to you.

Education and Training

4. Have you graduated from high school? YES NO

5. EDUCATION: (If more space is required, attach additional sheets in the same format.)

Type of School	Name and Address of School	Type of Course or Major Subject	Total College Credits Received	Type of Degree Received
High School or GED		GED #	STATE:	
Accredited College or University				
Accredited College or University				
Professional/ Technical School				
Other School or Special Coursework				

6. LICENSES: If a license, certificate or other authorization to practice a trade or profession is listed as a requirement on the announcement of the examination/position(s) for which you are applying, complete the following:

Name of Trade or Profession:	License Number:	Granted by: (licensing agency)
Specialty:	Date License First Issued:	Current Registration Date: (month/year) From: ____/____ To: ____/____
Name of Trade or Profession:	License Number:	Granted by: (licensing agency)
Specialty:	Date License First Issued:	Current Registration Date: (month/year) From: ____/____ To: ____/____

7. DRIVER LICENSE:

Do you have a valid license to operate a motor vehicle in New York State? YES Class: _____ NO

Work History

8. EXPERIENCE: Provide the following information of your past and current employers, starting with the most recent. **Duties:** Describe the nature of the work personally performed by you, with estimate of percentages of time spent on each type of work. State size and kind of working force, if any, supervised by you and the extent of such supervision. Explain any gaps in employment in the **Comments** section at the end of the application. You are responsible for submitting an accurate, adequate and clear description of your experience. **Vagueness will not be resolved in your favor.**

Length of Employment (month/year):	Firm Name	Address	City and State
From: / To: /			
Firm Phone #:	Your Exact Title:	Name/Title of Supervisor:	
Hours worked per week:	Reason for Leaving:	Type of Business:	
Duties (See directions above.):			

Length of Employment (month/year):	Firm Name	Address	City and State
From: / To: /			
Firm Phone #:	Your Exact Title:	Name /Title of Supervisor:	
Hours worked per week:	Reason for Leaving:	Type of Business:	
Duties (See directions above.):			

Length of Employment (month/year):	Firm Name	Address	City and State
From: / To: /			
Firm Phone #:	Your Exact Title:	Name /Title of Supervisor:	
Hours worked per week:	Reason for Leaving:	Type of Business:	
Duties (See directions above.):			

Length of Employment (month/year):	Firm Name	Address	City and State
From: / To: /			
Firm Phone #:	Your Exact Title:	Name /Title of Supervisor:	
Hours worked per week:	Reason for Leaving:	Type of Business:	
Duties (See directions above.):			

I hereby authorize Tioga County to make reference checks on any of my present or past employers. (If for any reason you do not wish us to contact your present or past employers, please give specifics here):

Is additional information relative to change of name or use of an assumed name or nickname necessary to enable a check on your work record? YES NO

If yes, explain: _____

COMMENTS including explanation of any gaps in employment: _____

How did you hear about us?

- | | | |
|--|--|--|
| <input type="checkbox"/> Internet | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Government Employee |
| <input type="checkbox"/> Friend/Relative | <input type="checkbox"/> Tioga Employment Center | <input type="checkbox"/> NYS Employment Office |
| <input type="checkbox"/> Vacancy Posting | <input type="checkbox"/> Exam Announcement | <input type="checkbox"/> Other _____ |

If via a Vacancy Posting or Exam Announcement, what location did you see it posted?

The New York State Human Rights Law prohibits discrimination in employment because of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, domestic violence victim status, familial status, genetic predisposition or carrier status or marital status. Accordingly, nothing in this application form should be viewed as expressing, directly or indirectly, any limitation, specification, or discrimination as to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status or marital status in connection with employment in the municipal service of the County of Tioga.

I declare, subject to penalties of perjury, that the statements made on this Application and any attached documentations have been examined by me and to the best of my knowledge and belief are true and correct. I understand that all statements made by me in connection with the civil service application for examination or employment are subject to investigation and verification. I further understand that I may be required to undergo a State and National criminal background investigation to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. A record of disrespect for the requirement and process of law may be grounds for disqualification for examination or, after examination, for certification and appointment. Additionally, any material misstatement or fraud may disqualify me from appointment and/or lead to revocation of appointment. In addition, false statements are punishable as a Class A misdemeanor under Section 210.45 of the NYS Penal Law.

Signature of Applicant

Date

IF REVISED:
Applicant's Signature: _____

Date: _____



TOWN OF OWEGO SUPERVISOR

2354 State Route 434 ~ Apalachin, NY 13732

Office: 607-687-0123
Dept No: 7
Fax: 607-687-6381
TDD: 711

Gary Hellmers

TOWN OF OWEGO Addendum to Application for Employment

(Last Name)

(First Name)

M.I.

DATE OF APPLICATION: _____

I hereby authorize and consent to the Town of Owego conducting a background check in connection with my application for employment referenced above. The information obtained in connection with said background check may include, but may not be limited to, any criminal records, arrest reports and traffic convictions from Local, State or Federal law enforcement and/or any agency thereof.

(Signature)

(Date)

(Witness)

(Date)



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AUTHORIZATION FOR RELEASE OF RECORDS

DATE: _____

I, _____, hereby authorize the Tioga County Sheriff's Office, at 103 Corporate Drive, Owego, NY to furnish the Town of Owego, through their representative, with all information in their possession that relates to or concerns me, including, but not limited to: criminal records, arrest reports, and traffic violations. I further stipulate that this authorization is valid only for one year from the above date.

S.S. # _____

Signature

Street Address

City, State, Zip Code

Date of Birth

State of New York

County of Tioga

Signed before me this _____ day of _____ 20_____

Notary



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Gary Hellmers

AUTHORIZATION FROM RELEASE OF RECORDS

Date: _____

I, _____, hereby authorize the New York State or Pennsylvania
(Print Name)

Department of Motor Vehicles to furnish the Town of Owego, through their representative, with all information in their possession that relates to or concerns me.

I further stipulate this authorization is valid to verify the valid driver's license for any individual who is applying for a job that has a requirement to drive or for a job that may require the applicant to drive a Town-owned vehicle or the applicant's own personal vehicle to conduct business on behalf of the Town.

I further authorize the Town of Owego to monitor my driver's license throughout my employment from time to time as determined by, and at the sole discretion of, the Town of Owego.

Driver's License Number

Signature

Issuing State

Street Address

Expiration Date

City, State, Zip Code

State of New York

County of Tioga

Signed before me this _____ day of _____ 20_____

Notary