

ONONDAGA COUNTY APPLICATION FOR PROMOTION EXAMINATION

MAIL OR DELIVER TO: Onondaga County Department of Personnel, 421 Montgomery Street, 13th Floor, Syracuse, N.Y. 13202-2959

Phone - (315) 435-3537 ❖ Web Address - www.ongov.net

TYPE OR PRINT CLEARLY IN INK

Job/Exam Title _____ Exam # _____
NAME AND ADDRESS: IMMEDIATE notice should be given to this office if any changes in address occur.

Last	First	Middle	Social Security #	
Legal Address				Mailing (If different from legal)
Apt/Rd # _____				Apt/P.O. Box _____
City/Village _____				City/Village _____
Town _____				State _____ Zip _____
School District _____				E-mail Address _____
County _____				Home Phone # () _____ - _____
State _____ Zip _____				Business Phone # () _____ - _____

VETERAN'S CREDIT: If you wish to claim additional credit as a disabled/non-disabled wartime veteran or as a currently active member of the U.S. armed forces, you must do so NOW by checking the appropriate box. Documentation of your veteran status (i.e.: discharge papers) should be attached to your application or mailed to this department. Current active duty military personnel must provide proof of status at time of application to receive conditional credit. Veteran credit claims must be verified before the eligible list is established.

VETERAN DISABLED VETERAN CURRENTLY ON ACTIVE DUTY

Since January 1, 1951, have you used additional credits as a disabled/non-disabled veteran for appointment to any position in the public employment of New York State or any of its civil divisions?

YES NO

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

Are you an exempt volunteer firefighter?

YES NO

CONVICTION* Have you ever been convicted of any crime (felony or misdemeanor)?

YES NO

Explain for each case: 1) Charge, 2) Place, 3) Date, 4) Action taken You may omit parking violations.

*Convictions will not necessarily disqualify you from taking an exam but may bar you from appointment. What you were convicted of and how long ago is important. Each case is evaluated in relation to the duties and responsibilities of the position for which you have applied.

Do you need special arrangements for this exam (religious accommodation or disabled?)* If yes, explain below.

YES NO

*It is the candidate's responsibility to state accommodations needed for each and every exam for which the candidate applies.

Have you any loans made or guaranteed by the New York State Higher Education Services Corporation which are currently outstanding?

YES NO

*If you do have a loan, are you presently in default on any such loan?

YES NO

PRESENT EMPLOYER _____

TITLE _____

USE THIS SPACE FOR ANY EXPLANATIONS. (attach additional sheets if more space is needed.)

DECLARATION (this affirmation *must be signed and dated*)

I understand that false statements made herein are punishable as a **Class A Misdemeanor, pursuant to section 210.45 of the Penal Law of the State of New York.** I declare that, subject to the penalties of perjury, any statements made on this application and any attachments are the truth and to the best of my knowledge correct.

SIGNATURE _____ **DATE** _____

PERSONNEL DEPARTMENT USE ONLY: Reviewer _____ Date _____	
Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/> Reason(s): _____
Seniority Date: _____	Dept. Code _____
Payment Type: Check # _____/Money Order/Visa/MC	Waived (proof attached) _____ Received By _____

**ONONDAGA COUNTY DEPARTMENT OF PERSONNEL
EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE**

The following information is voluntary and will be maintained confidentially. This information will not be released to any employing agency.

SOCIAL SECURITY #: _____

EXAM TITLE: _____

EXAM DATE: _____

MALE (circle): **A. White/Non-Hispanic** **B. Black** **C. Hispanic** **D. Asian/Pacific Islander** **E. American Indian/Alaskan Native**

FEMALE (circle): **G. White/Non-Hispanic** **H. Black** **I. Hispanic** **J. Asian/Pacific Islander** **K. American Indian/Alaskan Native**

ONONDAGA COUNTY: AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Onondaga County does not discriminate because of race, creed, color, citizenship, national origin, age, sex, religion, marital status, conviction record, disability, genetic predisposition or carrier status, pregnancy, or sexual orientation. Onondaga County's programs are accessible to all as required by 45FR84.22B. If you have a disability for which you wish accommodation in visiting a county office or in receiving county services, please contact the head of the respective department of his/her representative to make arrangements. Onondaga County's Equal Employment Program and compliance with the Vocational Rehabilitation Act (Section 504) is coordinated by the County Personnel Department.

NOTE: Federal Law requires employers to hire only U.S. citizens or aliens with the authorization to work in the U.S. Federal Law also requires that at the time of appointment, you provide to the employer certain information, including date of birth, country of origin, right to work in the U.S., and to provide for review certain documents establishing your identity and work authorization, such as a birth certificate, etc.