





<b>Length of Employment</b> From <b>Mo/Yr</b> To <b>Mo/Yr</b>	<b>Firm Name</b>	<b>Address</b>	<b>City and State</b>
<b>Describe Duties:</b>			
<b>Type of Business</b>			
<b>Your Exact Title</b>			
<b>Name of Supervisor and Title</b>			
<b>Number of hours worked per week</b>			
<b>Reason for leaving</b>			

<b>Length of Employment</b> From <b>Mo/Yr</b> To <b>Mo/Yr</b>	<b>Firm Name</b>	<b>Address</b>	<b>City and State</b>
<b>Describe Duties:</b>			
<b>Type of Business</b>			
<b>Your Exact Title</b>			
<b>Name of Supervisor and Title</b>			
<b>Number of hours worked per week</b>			
<b>Reason for leaving</b>			

<b>Length of Employment</b> From <b>Mo/Yr</b> To <b>Mo/Yr</b>	<b>Firm Name</b>	<b>Address</b>	<b>City and State</b>
<b>Describe Duties:</b>			
<b>Type of Business</b>			
<b>Your Exact Title</b>			
<b>Name of Supervisor and Title</b>			
<b>Number of hours worked per week</b>			
<b>Reason for leaving</b>			

## Instructions and Information

### A. ANNOUNCEMENT OF EXAMINATION

Before filling out your application read the announcement for this examination carefully.

### B. ADMISSION TO EXAMINATION

Do not interpret a notice to appear for actual participation in the examination to mean that you have been found to meet the announced requirements.

Depending on the time available before an examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time, candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test will NOT be notified of their score. Call or write the agency immediately if you do not receive a notice within three days of the date of examination informing you whether or not you are to be admitted to the examination.

### C. CHANGE OF ADDRESS

Notify this agency immediately of any change of address. You will need submit a change of address form.

### D. RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS- MILITARY MEMBERS:

If special arrangements for testing are required, please indicate this on a separate sheet submitted along with your application.

### E. ALTERNATE TEST DATE POLICY:

The Troy Civil Service Commission recognizes the need to accommodate applicants on other than regularly scheduled test dates. Our alternate test date policy is based upon the premise that a candidate will make such a request only because of compelling circumstances, like an emergency conflict between the announced date and an event of serious importance beyond his or her control. However, a candidate should make every effort to appear on the announced date.

Note- for situations such as medical emergencies, the candidate must notify the Civil Service Office no later than the Tuesday following the Saturday scheduled test date.

THE TEST CANNOT, UNDER ANY CIRCUMSTANCES, BE ADMINISTERED ONCE A CANDIDATE HAS BEEN IN CONTACT WITH OTHER CANDIDATES AFTER THE PRE-RATING REVIEW.

AN EXAMINATION CANNOT BE ADMINISTERED PRIOR TO THE SCHEDULED DATE.

### F. VETERANS' CREDITS

If you are making a claim for veterans' credits with this application, be sure you read the following information very carefully.

Any claim for additional credits as a disabled or non-disabled veteran for the examination should be made with this application. If you are claiming veterans' credits, you must check the appropriate category in question 7 and answer all questions A-D. Failure to do so, accurately, and completely may result in a denial of your claim.

All claims and grants of veterans' credits are tentative and must be verified through inspection of discharge papers and other related documents, as necessary, prior to the establishment of the eligible list. You will be advised as to which documents must be produced by you for this verification. All statements you make in support of your claim for additional credits are subject to investigation and substantiation by this agency. In the event of subsequent disclosure of any material misstatement of fraud in this claim, your appointment may be rescinded, and you may be disqualified from further appointment on which you have been granted additional credits as a result of such material misstatement or fraud.

Veterans who previously used non-disabled veterans' credits for appointment or promotion and are subsequently certified by the Veteran's Administration as disabled veterans may again be eligible for additional exam credits. If this applies to you, please contact us, or request review in the remarks section below.

The City of Troy is an Equal Opportunity/Affirmative Action Employer, and is dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, mental or physical disability, political orientation or affiliation, or sexual preference. Minorities are encouraged to apply.

THE NEW YORK STATE HUMAN RIGHTS LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, MARITAL STATUS, OR CRIMINAL RECORD. ACCORDINGLY, NOTHING IN THE APPLICATION FORM SHOULD BE VIEWED AS EXPRESSING, DIRECTLY OR INDIRECTLY, ANY LIMITATION, SPECIFICATION, OR DISCRIMINATION AS TO AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, MARITAL STATUS, OR CRIMINAL RECORD IN CONNECTION WITH EMPLOYMENT.

**Remarks:** Use this space to provide any additional information, as necessary. If more space is required, attach additional 8 ½" x 11" sheets.