

EDUCATION: If credit is claimed for a partially completed college curriculum or correspondence course, attach a list of courses and credit or semester hours completed. Indicate how many credit hours or Courses are required for graduation. If required to indicate specific course work, do so on an attached sheet. Do NOT send transcript unless required by announcement.

Have you graduated from high school? YES NO

IF YES, NAME AND LOCATION OF HIGH SCHOOL: _____

If you have a high school equivalency diploma, indicate: ISSUING GOVERNMENTAL AUTHORITY:						NUMBER	
	Name of School and Address	Full or Part-Time	Did you graduate?	Type of Course Or Major Subject	Number of College Credits Rec'd	Type of Degree Rec'd	
College, University Professional Or Technical School							
Other School Or Special Courses							

LICENSES: If a license or other authorization to practice a trade or profession is listed as a requirement on the announcement of the examination(s) for which you are applying, complete the following question: If not currently licensed check this box.

Name of Trade or Profession	License Number	Granted by (licensing agency)	City or State of
Specialty	Date of License First Issued	Registered From: (mo./Yr.)	To: (mo./Yr)

If required on the announcement, do you have a valid license to operate a motor vehicle in New York State? YES NO
 If yes, it must be maintained throughout employment. Please attach a copy, and list all traffic infractions and violations over the past three (3) years. A driver record review will be part of the application review process.

DESCRIPTION OF EXPERIENCE: Beginning with the most recent, describe below in detail ALL employment that is pertinent to the position for which you applied. If the announcement states that volunteer or unpaid experience is acceptable as qualifying, describe it in the same way as paid work. You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor. If you have had military service, which includes experience pertinent to the position(s), describe such experience as a separate employment. **If your title or duties changed materially in the course of your service in any one organization, indicate such change clearly and as a separate employment.** (If more space is needed, add as attachment additional sheets of paper.) Under "Duties" for each employment describe the nature of the work personally performed by you. State size and kind of working force, if any, supervised by you and the extent of such supervision.

Length of Employment MO YR MO YR From / / To / /	Firm Name	Address	City and State
Earnings Paid <input type="checkbox"/> unpaid <input type="checkbox"/>	Describe Duties:		
Type of Business			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
No. of hours worked per week (exclusive of overtime)	Reason for Leaving:		
Length of Employment MO YR MO YR From / / To / /	Firm Name	Address	City and State
Earnings Paid <input type="checkbox"/> unpaid <input type="checkbox"/>	Describe Duties:		
Type of Business			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
No. of hours worked per week (exclusive of overtime)	Reason for Leaving:		

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Earnings Paid <input type="checkbox"/> unpaid <input type="checkbox"/>	Describe Duties:		
Type of Business			
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Supervisor's Title			
No. of hours worked per week (exclusive of overtime)	Reason for Leaving:		

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Type of Business			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
No. of hours worked per week (exclusive of overtime)	Reason for Leaving:		

How did you hear about this exam/vacancy posting?

- Personnel Website NYS Dept. of Labor Other _____
 Newspaper _____ Online _____

May we contact your present employer? ___ Yes ___ No

Professional References:

1. _____	Name	_____	Phone #
_____	Address	_____	Email
2. _____	Name	_____	Phone #
_____	Address	_____	Email
3. _____	Name	_____	Phone #
_____	Address	_____	Email

ALL STATEMENTS ARE SUBJECT TO VERIFICATION