

City of Watervliet is an Equal Opportunity Employer. The City does not discriminate on the basis of sex, (including gender identity or expression and the status of being transgender), sexual orientation, race, color, national origin, religion, disability, pregnancy, age, marital status, veteran status, military status, genetic information or predisposing characteristics, domestic violence victim status, or any other protected status. Discrimination based on membership in these categories is prohibited by federal, state, or (where applicable) local laws.

**CITY OF WATERVLIET
CIVIL SERVICE COMMISSION**

CITY HALL, 2-15TH STREET, WATERVLIET, NY, 12189
518-270-3800, EXT. 114

APPLICATION FOR EXAMINATION OR EMPLOYMENT

FOR CITY, SCHOOL DISTRICT,
AND SPECIAL DISTRICTS (HOUSING AUTHORITY)

Date Received

Conditional

**CIVIL SERVICE DEPT.
USE ONLY**

1. POSITION TITLE

EXAM NUMBER

This application is part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the General Conditions and Instructions for more information.

2. NAME AND LEGAL RESIDENCE

Last Name First Name Middle Initial

Street Address or Road

City, Town, Village State Zip County

Home Phone Number Cell Phone:

Email Address:

If mailing address is different:

Street Address or Road

City, Town, Village State Zip County

Social Security Number - -

3. Police Officer & Firefighter Candidates Only: Month Day Year
Date of Birth

4. A. Are you currently a U.S. Citizen? YES NO

B. If not, do you have the legal right to accept Employment in the United States? YES NO
Please give alien registration number:

C. Are you a retiree from New York State or any civil division thereof? YES NO

5. Special Testing Arrangements (Refer to General Conditions and Instructions). If you need Special Testing Accommodations to take the examination, contact the Civil Service Office at (518) 270-3800, Ext.114.

Religious Observer **Military** **Disability**

6. If you have filed or are filing SEPARATE applications for Civil Service Examinations being held on the same date, attach the CROSS-FILER APPLICATION. Cross-filer Application must be filed no later than two weeks before the test date.

Residency Requirements: Candidates must meet the Residency Requirements as stated on the examination announcement. You must complete the following to determine if you meet these residency requirements.

7. Indicate how long this has been your legal residence, up to the date of this application, showing that you meet the residency requirements as announced.

	Name	Years	Months
State of:			
County of:			
City or Town of:			

11. 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.

If education and/or training is listed as a requirement for the title for which you are applying, please complete the section below and submit the appropriate record (i.e. diploma, transcript, record of training completion and date completed, etc) that verifies you satisfy this requirement. If the requirement is education, you should provide the record for your highest level of education obtained.

High School										Yes	No
Have you ever graduated from High School or do you have possession of a High School Equivalency Diploma?											
If Yes, Name and Location of High School or Issuing Government Authority:											
Equivalency Diploma Number:											
College, University, Professional or Technical School											
Name of School	State	Number of College Credits	Years Credited	Degree Earned	Major Subject/Courses	Did You Graduate? Yes No	Date Degree Expected or Received	Attended			
								From	To		
Other Schools or Special Courses											

12. Experience: All sections must be filled out completely even if you attach a resume. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under **Description of Duties**, clearly describe the nature of work which you personally performed. Part-time experience will be prorated unless otherwise stated on the examination announcement. Verified and documented volunteer experience will only be credited when specifically stated on the examination announcement. If you move to a different position within the same organization, indicate so in a separate employment box. You may attach additional sheets if you need more space.

Length of Employment		Firm Name:	
From:	To:	Firm Address:	
Your Exact Title		Type of Business:	
Name of Your Supervisor		Description of Duties:	
Supervisor's Title			
Hours worked / wk. (exclusive of overtime)			
Reason for Leaving			
Length of Employment		Firm Name:	
From:	To:	Firm Address:	
Your Exact Title		Type of Business:	
Name of Your Supervisor		Description of Duties:	
Supervisor's Title			
Hours worked / wk. (exclusive of overtime)			
Reason for Leaving			

Application Forms. Applications may be obtained at the City of Watervliet Civil Service Office or on the website at www.watervliet.com.

Application Deadline. Applications must be received or postmarked by the last filing date deadline.

Change of Address. You must notify the Civil Service Office of any change of address, telephone number or email address.

Special Rights for Military Personnel.

Application Filing Period Extension. Individuals serving on active duty in the Armed Forces during the filing period for a civil service examination, or individuals who have been discharged with other than a dishonorable discharge after the filing period has commenced will be permitted to file an application for examination no later than two business days prior to the scheduled examination date, or the last date to file, whichever is later. **Make Up Examination.** Any member of the Armed Forces who properly filed, within the announced filing period, an application for a competitive examination but was unable to participate in the examination due to active military service, will be provided with a special make-up examination under the terms and conditions deemed appropriate by the New York State Department of Civil Service and/or the Watervliet Civil Service Office. **Examination Fee.** A fee of \$25.00 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. If you wish to pay by credit card, please use our online application or send check or money order payable to City of Watervliet. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

Examination Fee Waiver. The examination fee will be waived for (1) those applicants who are unemployed and primarily responsible for the support of a household; (2) those applicants receiving Medicaid; (3) those applicants who are receiving SSI or public assistance (Family Assistance or Safety Net Assistance). If you wish to apply for a fee waiver, you must complete the Fee Waiver Form and attach it to your application. This form can be obtained at the Civil Service Office or on the website at www.watervliet.com.

Notice to Appear for Examination. Accepted candidates will be notified when and where to appear for the examination. If an application is disapproved, due notice will be sent. **Use of Calculators.** Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. You may not bring books or other reference material to the test site. **Failure to Appear for Exam.** Candidates who fail to appear for the exam as scheduled will be eliminated from further consideration for this competitive examination. **Examination Preparation and Rating.** This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written examination. **Eligible List.** The minimum qualifications listed in this announcement have been approved by the Watervliet Civil Service Commission for the purpose of evaluating a candidate's education, training and experience to determine admission to this examination. This examination is being conducted to establish a Civil Service Eligible List which will be certified to appointing authorities to fill available vacancies. Candidates whose names are certified for appointment have only met the minimum qualifications to take the examination. All candidates who pass the examination will be placed on an eligible list. Unless otherwise specified, the final rank order of the eligible list will be determined on the basis of the scores received on the written test, plus Veterans Credits and Seniority Credits where appropriate. The eligible list established as a result of this examination will remain in force for at least one year and may expire when a new eligible list is established. **Seniority Credits (Promotional Exams Only).** Rating of seniority is based on length of continuous, permanent competitive class service in the jurisdiction covered by Watervliet Civil Service Commission. Provisional appointments shall not constitute a break in service; however, no seniority credit shall be granted to any candidate for anytime served as a provisional appointee. Service would be credited up to and including the date of examination as follows:

No. of Mos.	Credits	No. of Years
Each 6 mos.	0.1	Up to 20 years

Additional Credits for Eligible Children or Siblings of Firefighters and Police Officers Killed in the Line of Duty. If you are either a child or sibling of a Firefighter or Police Officer killed in the line of duty as defined in **Civil Service Law Section 85-a**, you may be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which the deceased firefighter or police officer had served. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established. **You must contact this office regarding these credits upon submission of your application for examination.**

Special Testing Arrangements. If you need accommodation to take the examination for one of the reasons outlined below, please check the appropriate box on the Examination Application and contact the Civil Service Office at (518) 270-3800, Ext.114. **Religious Accommodations.** Most written exams are held on Saturdays. If you cannot take the exam on the announced date due to a conflict with a religious observation or practice, arrangements will be made so that you can take the examination on an alternate date.

Reasonable Accommodation for Individuals With a Disability. A reasonable accommodation will be made for individuals with a disability during the application and examination process. You must provide documentation as to the accommodation you need to apply for and/or take the examination.

Other Reasons. An alternate exam date may be requested for one of the following reasons. Documentation supporting the request will be required.

1. A death in the immediate family or household within the week preceding the exam date.
2. Medical emergencies involving the candidate or member(s) of the candidate's immediate family.
3. Military Orders (a copy of the orders is required).
4. Wedding – must be a member of the wedding party or an immediate family member of the bride or groom.
5. Vacation for which a non-refundable down payment was made before the exam announcement was issued.
6. Educational or professional exam (defined on application).
7. Other reason not listed.

Application Verification and Background Checks – Statements made on the Examination Application are subject to verification. A clearance from the Commissioner of Education will be required for employment within a school district for those positions that are designated by the school district as having direct contact with students.

Veterans Credits. The following information and instructions pertain to those candidates who are claiming Veterans Credits. Please note that Veterans Credits will not be granted after the establishment of the eligible list.

- If you are claiming Veterans Credits as either a disabled or non-disabled veteran, you must check the appropriate box on the Application for Examination form and answer all questions accurately and completely. You must also complete the Application for Veterans Credits obtained in the Watervliet Civil Service Office or on the website at www.watervliet.com and submit the DD-214 Discharge Papers showing that you have an honorable discharge. Failure to do so may result in a denial of your claim for Veterans Credits.
- If you are claiming credits as a disabled veteran, you must in addition to meeting the requirements as indicated on the Examination Application, be certified by the United States Department of Veterans Affairs as being disabled in the actual performance of duty in any war; that the disability is rated at ten percent or more, and that the disability exists at the time of application for appointment or promotion.
- All claims and grants for Veterans Credits are tentative and must be verified through inspection of discharge papers and related documents prior to the establishment of the eligible list. All statements you make in support of your claim for Veterans Credits are subject to investigation and substantiation by the Watervliet Civil Service Commission. In the event of subsequent disclosure of any material misstatement or fraud in your 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.
- Any candidate who is currently serving in the Armed Forces of the United States on a full-time active-duty basis, other than active duty for training, may file for Veterans Credits on an examination prior to the list being established.
- **Conditional Veterans Credits.** A qualified candidate receiving Conditional Veterans Credits will be restricted from certification using the credits until the appropriate documentary proof indicating that the individual received an honorable discharge or was released under honorable circumstances has been presented. It is the candidate's responsibility to provide such proof to the City of Watervliet Civil Service Office in order to have the restriction removed and be certified at a score including the Veterans Credits. Until such documentation is submitted, a candidate may only be certified with the examination score, not including the Veterans Credits.
- **Additional Veterans Credits.** Effective January 1, 2014, additional Veterans Credits may be granted to veterans who:
 1. Used Non-Disabled Veterans Credits to obtain a civil service appointment or promotion with New York State or a local government; and
 2. Subsequent to such appointment, are certified by the US Department of Veterans Affairs as having a service-connected disability rated at 10% or more.