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GREENE COUNTY CIVIL SERVICE COMMISSION

PHONE: 518-719-3253. FAX: 518-719-3772
civilservice@greencountyny.gov

GREENE COUNTY HUMAN RESOURCES DEPARTMENT

PHONE: 518-719-3775 . FAX: 518-719-3772
hr@greencountyny.gov

411 MAIN STREET, CATSKILL, NY 12414 ~ www.greencountyny.gov

APPLICATION FOR EXAMINATION OR EMPLOYMENT

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Date Received _____

\$ & By: _____

MO or CK # _____

Application

Approved _____

Disapproved & Reason: _____

Conditional _____

CSC ACT: _____

PLEASE PRINT OR TYPE - READ INSTRUCTIONS CAREFULLY This application, when used for Civil Service, is part of your examination process. Answer all questions fully and carefully. Some questions can be answered with an "X" in the box which applies to you. Attach additional sheets if necessary.

Position Applying for: _____ Civil Service Exam No. (if applicable) _____

Name: Last (Legal) First (Legal) MI

Last (Preferred) First (Preferred) MI

Soc. Sec. #: _____ E-mail Address: _____

Legal Address: _____ Apt No _____

Mailing Address: (if different) City State Zip Code

City State Zip Code

Home/Cell Telephone: Area Code Work Telephone: Area Code

2. Are you able to fulfill the essential functions of this job with or without reasonable accommodations? ☐ YES ☐ NO

Note: If you require special testing arrangements due to a disability, religious observance, active military duty, or an alternate test date, you must obtain and complete the appropriate form from Civil Service.

FOR CIVIL SERVICE PURPOSES ONLY

3. Are you under 18 years of age? ☐ YES ☐ NO

If you are applying for a Police Officer or Deputy Sheriff position, please provide Date of Birth _____

If you are applying for a Corrections Officer position, are you under 21 years of age? ☐ YES ☐ NO

FOR CIVIL SERVICE PURPOSES ONLY

4. Have you ever taken any other exams given by this department? ☐ YES ☐ NO If "yes", give titles & dates

_____	_____
_____	_____
_____	_____

5. State your actual permanent legal residence and indicate for how long you have resided there continually, up to and including the date of this application: _____

NAME	YEARS	MONTHS
School District		
City or Village		
Town of		
County of		
State of		

NOTE: When filling out your application form, check to make sure that all appropriate questions have been answered.

**AN INCOMPLETE CIVIL SERVICE EXAM APPLICATION
MAY RESULT IN ITS DISAPPROVAL.**

ALL STATEMENTS ARE SUBJECT TO VERIFICATION.

In order to ensure that admission letters, exam results and canvass letters are received in a timely manner, it is your responsibility to notify Civil Service immediately of any change of address. When writing, give the number and title of exam.

6. Check appropriate box to the right of each question: A. Were you ever dismissed or discharged from any employment for reason other than lack of work or funds? YES ☐ NO ☐ B. Did you ever resign from any employment rather than face dismissal? YES ☐ NO ☐ C. Did you ever receive a dishonorable discharge from the armed forces of the United States? YES ☐ NO ☐ D. Except for minor traffic violations, have you ever been convicted of a violation of the law? (A YES answer does not necessarily preclude you from employment with Greene County and/or a particular agency). You must disclose violations, misdemeanors, and felony convictions including all DWI and DWAI convictions. You should answer NO if you have had a conviction sealed by a court, the offense resulted in a youthful offender adjudication, or if it was adjourned in contemplation of dismissal (ACOD) and the adjournment period has ended. YES ☐ NO ☐ *See attached addendum regarding your rights under the Clean Slate Act. E. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any criminal charge? YES ☐ NO ☐ F. Are you now under charges for any crime? YES ☐ NO ☐ If you answered ‘YES’ to any of the questions above, give specifics below or on an additional sheet. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying. <tr><td> 7. Do you have a New York State driver license? YES ☐ NO ☐ Class: _____ Date of Expiration: _____ </td><td> 9. For this examination, if you wish to claim additional credits as an honorable discharged veteran or a veteran released under honorable circumstances, you must obtain an application from Greene County Civil Service or their website, for veterans credits and attach to this application, check the appropriate box below and answer questions A-B below: ☐ DISABLED WAR VETERAN ☐ NON-DISABLED WAR VETERAN A. Have you ever served in the Armed Forces of the United States? (The “Armed Force of the United States” means the Army, Navy, Marine Corps, Air Force and Coast Guard, including all components thereof and the National Guard when in the service of the United States pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes.) YES ☐ NO ☐ B. Since January 1, 1951, have you used additional credits as a disabled or non-disabled veteran for appointment to any position in the public employment of New York State or any of its civil divisions? If yes, name agency that established list: YES ☐ NO ☐ Note: 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 or 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. </td></tr> <tr><td> 8. 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GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER IT IS THE POLICY OF GREENE COUNTY TO PROVIDE FOR AND PROMOTE THE EQUAL OPPORTUNITY OF EMPLOYMENT, COMPENSATION AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT WITHOUT DISCRIMINATION BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, OR ANY OTHER PROTECTED STATUS. ABSOLUTELY NOTHING IN THIS APPLICATION FORM SHOULD BE VIEWED AS EXPRESSING, DIRECTLY OR INDIRECTLY, ANY LIMITATION, SPECIFICATION, OR DISCRIMINATION OF ANY PROTECTED CLASS. </td></tr>	7. Do you have a New York State driver license? YES ☐ NO ☐ Class: _____ Date of Expiration: _____	9. 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Please complete as fully as possible

NAME:

12. 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? NO ☐ YES ☐ If Yes, Name and location of High School:

If you have a high school equivalency diploma, indicate issuing Governmental Authority

Number

Date of Issue

College, University, Professional or Technical School	Name of School and City in which located	Date of Attendance (Month & Year) From To	Day or Night	Full or Part-time	# of yrs credited	Did you graduate	Type of Course or Major Subject	# of college credits rec'd	Type of Degree Rec'd

Other Schools or Special Courses

13. LICENSES. If a license, certificate or other authorization to practice a trade or profession is a requirement for this position to 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 License First Issued	Registered From (Mo./Yr.) To (Mo./Yr.)	

14. EXPERIENCE: Begin with the most recent employment. List all employment or military service that shows you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. You are responsible for an accurate and clear description of your experience. *You may include a resume but do not substitute a resume.* Under “DUTIES” describe in detail the nature of work which you personally performed. If you supervised, state how many people and the nature of such supervision. ALL EXPERIENCE IS CONSIDERED FULL-TIME unless specified in the minimum qualifications or on the exam announcement. Verified and documented volunteer experience, paid internship and education will only be credited when specifically stated in the minimum qualifications or on the examination announcement. *Unpaid internship does not qualify.* If more space is needed, attach 8 1/2 x 11 sheets of paper. Sheets must contain all information as requested on this form. (E.g. number of hours worked per week, dates (month & year) of employment & etc...)

Length of Employment From To Mo. Yr. Mo. Yr.	Firm Name	Address	City and State
Exact Title Name of Your Supervisor Supervisor’s Title No. of hours worked per week Reason for Leaving	Describe Duties		

Length of Employment From To Mo. Yr. Mo. Yr.	Firm Name	Address	City and State
Exact Title Name of Your Supervisor Supervisor’s Title No. of hours worked per week Reason for Leaving	Describe Duties		

Length of Employment From _____ To _____ Mo. ____ Yr. ____ Mo. ____ Yr. ____	Firm Name	Address	City and State
Exact Title _____ Name of Your Supervisor _____ Supervisor's Title _____ No. of hours worked per week _____ Reason for Leaving _____ _____	Describe Duties _____ _____ _____ _____ _____ _____		
Length of Employment From _____ To _____ Mo. ____ Yr. ____ Mo. ____ Yr. ____	Firm Name	Address	City and State
Exact Title _____ Name of Your Supervisor _____ Supervisor's Title _____ No. of hours worked per week _____ Reason for Leaving _____ _____	Describe Duties _____ _____ _____ _____ _____ _____		
Length of Employment From _____ To _____ Mo. ____ Yr. ____ Mo. ____ Yr. ____	Firm Name	Address	City and State
Exact Title _____ Name of Your Supervisor _____ Supervisor's Title _____ No. of hours worked per week _____ Reason for Leaving _____ _____	Describe Duties _____ _____ _____ _____ _____ _____		

15. Have you any objections to our contacting your previous or current employers?

YES ☐ NO ☐

Explain: _____

16. Please list all other legal names used, including maiden name if applicable.

17. THIS AFFIRMATION MUST BE COMPLETED

An unsigned application will result in its disapproval.

I affirm that the statements made on the application (including any attached papers) are true under the penalties of perjury. I authorize investigation of all matters contained in this application.

Signature of Applicant

Date

BACKGROUND INVESTIGATION, FINGERPRINTING AND DRUG SCREENS

For original appointments to positions in the classified service, which require background checks, applicants may be required to undergo a State & National criminal history background investigation, which will include a fingerprint check to determine suitability for employment. In addition, candidates receiving a conditional offer of employment with a Greene County Department, must successfully pass a drug screen. Failure to meet the above standards may result in disqualification.

Applicant's Signature _____

APPLICANT CONSENT FORM FOR PRE-EMPLOYMENT INVESTIGATION & RELEASE

I certify and declare under penalty of perjury under relevant state and federal law that the information contained in my employment application is complete, true and accurate. I acknowledge that falsification or omission of information may result in immediate dismissal or retraction of any offer of employment.

In consideration of Greene County's review of my application for employment (herein referred to as EMPLOYER), I hereby voluntarily consent to and authorize EMPLOYER, or its authorized agents bearing this release or copy thereof, to obtain a consumer report for employment purposes. I agree that this consumer report may include the following:

- Employment Verification, Education Verification, Credentials Verification
- Personal Identity Verifications, Past Employment Verification, Reference Checks
Criminal Records, Civil Cases, Motor Vehicle Records, Credit Report

I authorize all persons and organizations that may have information relevant to this research to disclose such information to EMPLOYER or its authorized agents. I hereby release EMPLOYER, its authorized agents, and all persons and organizations providing information from all claims and liabilities of any nature in connection with this research. I hereby further authorize that a photocopy of this authorization may be considered as valid as the original.

I understand that I have specific prescribed rights as a consumer under the federal Fair Credit Reporting Act (FCRA), and may have additional rights under relevant state law. I hereby certify that I have been presented with a summary of my rights as a consumer under the Fair Credit Reporting Act.

Confidentiality: The records obtained pursuant to this release will be maintained in a confidential manner.

(Signature of Applicant)

(Date)

(Printed Name)

(Social Security Number)

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Para informacion en español, visite www.ftc.gov/credit o escriba a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identify theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumershelp.gov Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (word “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-273-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

A Summary of Your Rights Under the Clean Slate Act *

The Clean Slate Act ("the Act") will seal old conviction records for civil purposes. A person's conviction will be automatically sealed under Clean Slate Act after a waiting period, which is eight years for a felony and three years for a misdemeanor. During this time, a person can have no other convictions. The waiting period begins on the sentencing date, unless the person was incarcerated. Then it begins running once the person is released.

The Clean Slate Act will become "effective" on November 16, 2024. Once effective, the courts and various agencies will have up to three years to seal eligible conviction records. Every eligible conviction must be sealed by November 2027.

What Convictions are Subject to Automatic Sealing?

Under the Act, certain traffic violations, misdemeanors, and felonies will be automatically sealed after meeting certain requirements:

- Convictions for operating a motor vehicle while under the influence of alcohol or drugs shall be sealed after three (3) years;
- Criminal convictions for misdemeanors and felonies shall be sealed upon satisfaction of the following conditions:
 - *The conviction occurred at least three (3) years ago (for traffic violations and misdemeanors) or eight (8) years ago (for felonies), calculated from the date of sentencing or release from confinement, whichever is later;
 - *During that period of time, the individual accrued no additional criminal charges or convictions in New York State;
 - *The individual has not accrued any felony charges or convictions in the preceding eight (8) years in any jurisdiction;
 - *The individual completed any required probation or parole.

Convictions **NOT** eligible for relief include:

- The conviction is not a sex offense, a sexually violent offense (crimes that required a person to register as a sex offender), or a Class A felony, a crime where a life sentence may be imposed (excluding certain drug-related Class A felonies).

What Agencies Will Still Have Access to Sealed Records?

Sealed records will not appear on a criminal background check report. As a result, most employers will not see this information as part of a pre-employment screening. The Act does, however, allow access to sealed convictions for certain specialized purposes, such as:

- Law enforcement, prosecutors, and the courts: Records will not be sealed for the criminal legal system. Police, prosecutors, defense counsel, judges, and court officials will continue to have access to sealed records.
- Hiring police and peace officers: Any prospective employer of a police or peace officer will have access to sealed records.
- Gun licenses: Local, state, and federal agencies and officers conducting background checks for firearm licenses will have access to sealed records.
- The Department of Motor Vehicles (DMV): The DMV, as well as private transportation companies like Uber and Lyft, will have access to sealed records.
- Work with vulnerable populations, like children, the elderly, and people with disabilities: Sealed records will remain available to entities that are legally permitted or required to run fingerprint based background checks.
- The New York State Education Department (NYSED): Public, private, and religious schools legally permitted or required to run fingerprint-based background checks will have access to sealed records. NYSED will also retain access for specified disciplinary proceedings and background checks in enumerated occupations and licenses it oversees.

What is an Employer Permitted to do Under the Clean Slate Act?

Employers are still allowed to conduct pre-employment criminal background screenings. Although those screenings are permitted, they may exclude information regarding an applicant's past-criminal convictions, including convictions that have a direct relationship to the work performed. Convictions for the most serious offenses, recent convictions, and convictions for which the applicant is still on probation or parole will still appear.

The Act also amends New York State's Human Rights Law to prevent employers from asking applicants about sealed convictions or from taking pre-employment adverse action based upon a sealed conviction.

How Should an Applicant Respond on a Pre-Employment Criminal Background Screening if their Conviction has Been Sealed?

Applicants asked about sealed convictions may lawfully respond as if the conviction did not occur. Accordingly, applicants whose convictions have been sealed may lawfully answer "No" if asked on the employment application, "Have you ever been convicted of a crime?"

How Should an Applicant Respond on a Pre-Employment Criminal Background Screening if their Conviction has NOT Been Sealed?

For unsealed convictions, the employer will be allowed to ask the applicant questions about the conviction. The applicant will also be required to answer "Yes" if asked on the employment application, "Have you ever been convicted of a crime?"

Please note that for unsealed convictions, under current law, it is already illegal for an employer to discriminate against someone due to their criminal record. Employers may not use an applicant or employee's unsealed criminal conviction as the basis for an employment decision unless there is a "direct relationship" between the criminal offense and the specific employment, or the conviction presents "an unreasonable risk to property or to the safety or welfare of specific individuals or the general public."

KEEP THIS PAGE FOR YOUR RECORDS. DO NOT SUBMIT WITH YOUR APPLICATION.