

Personal Information

Check appropriate box to the right of each question.

- | | YES | NO |
|--|--------------------------|--------------------------|
| a. Have you ever resigned from a position rather than face disciplinary action? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Has any disciplinary action been brought against you which resulted in your being discharged from employment? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Did you ever receive a discharge from Armed Forces of the United States which was other than "Honorable"? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Have you ever been convicted of any crime (felony or misdemeanor)? | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Are you now under charges for any crime (felony or misdemeanor)? | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any charges? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered YES to any of the questions above, provide on a separate sheet the specifics or an explanation for the response. If you elect not to provide specifics, however, or if an explanation is insufficient, a confidential investigation will be initiated. 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.

Education

	Name and Address	Field Of Study	Graduated		Type of Degree Diplomas or Certificate
			YES	NO	
High School					
Colleges, University, Graduate Schools					
Special Training					

Certificate / License (Provide Copies)

Name of Certificate/License	Number	Type (i.e. Temporary, Adult Ed, Provisional, Permanent)	Date Issued	State

Civil Service

Have you taken and passed any Civil Service Exam in New York State? YES No If yes, list below those passed:

<u>Title of exam</u>	<u>County in which taken</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employment

Begin with present or most recent employer. PLEASE NOTE: **This section must be filled out completely.**

Employer ()	Telephone	<u>Dates Employed</u> From To _____ _____ <u>Hourly Rate/Salary</u> _____	WORK PERFORMED
Address			
Job Title			
Supervisor			
Reason For Leaving			
Employer ()	Telephone	<u>Dates Employed</u> From To _____ _____ <u>Hourly Rate/Salary</u> _____	WORK PERFORMED
Address			
Job Title			
Supervisor			
Reason For Leaving			
Employer ()	Telephone	<u>Dates Employed</u> From To _____ _____ <u>Hourly Rate/Salary</u> _____	WORK PERFORMED
Address			
Job Title			
Supervisor			
Reason For Leaving			
Employer ()	Telephone	<u>Dates Employed</u> From To _____ _____ <u>Hourly Rate/Salary</u> _____	WORK PERFORMED
Address			
Job Title			
Supervisor			
Reason For Leaving			

If you need additional space, please continue on a separate sheet of paper.

Special Skills, Qualification and Honors

Summarize special skills, qualifications and honors acquired from employment, education or other experiences.
