



**ORLEANS COUNTY PERSONNEL OFFICE**

Orleans County Administration Building  
14016 Route 31 West  
Albion, NY 14411  
[www.orleansny.com](http://www.orleansny.com)  
(585) 589-3184

**Application**

Approved \_\_\_\_\_  
Disapproved \_\_\_\_\_\*  
Conditional \_\_\_\_\_\*  
\* Reason(s) \_\_\_\_\_

Date Received: \_\_\_\_\_

Fee Received: \_\_\_\_\_

\$ \_\_\_\_\_

By: \_\_\_\_\_

**APPLICATION FOR  
EXAMINATION OR EMPLOYMENT**

\_\_\_\_\_ **Title of Position** \_\_\_\_\_

This Application is valid only when returned to the Orleans County Personnel Office.

**INSTRUCTIONS:** Answer all questions fully. All qualifying information must be placed on this application. **Resumes may not be used as a substitute for fully completing this application.** You should review the minimum qualifications for the position before completing this application. You must provide information showing that you have the necessary training and experience or your application will not be approved. If additional space is needed, please attach additional sheets.

1. NAME, MAILING ADDRESS & PHONE (please print)

\_\_\_\_\_

Last Name                      First Name                      M.I.

\_\_\_\_\_

Street or Post Office Box Address

\_\_\_\_\_

Legal Address (Must be a Street Address)

\_\_\_\_\_

City / Town                      State                      Zip Code

\_\_\_\_\_

Home Phone                       Business Phone

Cell Phone: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

\_\_\_\_\_

2. SOCIAL SECURITY NUMBER: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**required** for competitive and promotional civil service examinations

3. Are you **under** 18 years of age?  Yes  No  
If YES, or applying for **Police Officer or Deputy Sheriff**, please indicate date of birth:

\_\_\_\_\_

Month                      Day                      Year

4. **VETERAN'S CREDITS** (Exam applicants only)  
Do you draw additional credits on this exam as an honorably discharged veteran or conditional credit pending discharge?  
 Yes, continue to answer additional questions on page 4  
 No

5. SPECIAL ARRANGEMENTS (Exam applicants only)  
 Religious Accommodations  
 Disability Accommodations  
Indicate needs on a separate sheet of paper

6. Do you have the legal right to accept employment in the United States?  Yes  No

7a. Have you resided at your current address for at least one (1) month?  Yes  No

7b. State your actual permanent legal residence and length of residency: \_\_\_\_\_ years / \_\_\_\_\_ months  
School District: \_\_\_\_\_  
City / Village: \_\_\_\_\_ Town: \_\_\_\_\_  
County: \_\_\_\_\_ State: \_\_\_\_\_

7c. Have you taken this exam within the last six (6) months?  Yes  No

8a. Were you ever discharged from employment for reasons other than lack of work, lack of funds, disability, or medical condition?  Yes  No

8b. Did you ever resign from employment rather than face dismissal?  Yes  No

8c. If you have service in the U.S. Armed Forces, did you receive a *dishonorable* discharge?  Yes  No

8d. If you answered YES to any question (8a – 8c), provide a complete explanation of the circumstances on a separate sheet of paper including: the date, the parties involved, the facts, and the outcome.

**NOTE:** A YES answer is not an automatic bar to employment unless otherwise required by law. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position.

**SIGNATURE ON LAST PAGE ALSO REQUIRED**

### EDUCATION

- 9a. Have you graduated from High School?  Yes  No  
 If YES, give the name and location of the high school: \_\_\_\_\_  
 If NO, do you have a high school equivalency diploma?  Yes  No  
 If YES, submit a copy and provide Number: \_\_\_\_\_  
 If NO, were you home schooled?  Yes  No

### UNDERGRADUATE / GRADUATE EDUCATION

9b.	Name and location of school	Number of years credited	Were you graduated?	Type of course or major	Number of college credits received	Type of degree received	If not graduated, date degree expected
College, University or Technical School							

Other Schools of Special Courses: \_\_\_\_\_  
 \_\_\_\_\_

Please forward an **official College transcript** to this office if required for the Minimum Qualifications.

10. **PROFESSIONAL LICENSES:** If a license, certificate or other authorization to practice a trade or profession is listed as a requirement on the announcement, fill in the following blanks:

If not currently licensed, check this box  as I am not currently licensed.

Name of Trade or Profession	License Number	Granted by (licensing agency)	City or State issued
Specialty	Date License first issued	Registered From: (Month/Year)	Registered To: (Month/Year)

11. **DRIVER'S LICENSES:** If required on the announcement, do you have a valid license to operate a motor vehicle in New York State?  Yes  No

If YES, Class: \_\_\_\_\_ License #: \_\_\_\_\_ expiration date: \_\_\_\_\_.

If you have a commercial motor vehicle driver's license, check the endorsements which you have:

- Hazardous Material  Tank  P (Passenger)  S (School Bus)  
 Other, please describe: \_\_\_\_\_

**Upon appointment, a copy of the driver's license is required with the MSD-426**

12. **DESCRIPTION OF EXPERIENCE:** Beginning with the most recent, describe below all employment which is relevant to the Minimum Qualifications of the position for which you are applying. **All blanks must be completed fully.** Omissions will **not** be interpreted in your favor. Information must be on the application. **Do not use a resume as a substitute for completing form.**

LENGTH OF EMPLOYMENT From: To:	FIRM NAME	ADDRESS	CITY and STATE
Experience Paid: <input type="checkbox"/> full time <input type="checkbox"/> part time volunteer <input type="checkbox"/>	PERCENT OF TIME	DUTIES PERFORMED	
TYPE OF BUSINESS			
YOUR TITLE			
NAME OF YOUR SUPERVISOR			
SUPERVISOR'S TITLE			
REASON FOR LEAVING			
Number of hours worked per week (exclusive of overtime)			

**A RESUME MAY NOT BE USED AS A SUBSTITUTE FOR FULLY COMPLETING THIS FORM**

NAME: \_\_\_\_\_ Title of position: \_\_\_\_\_

**ADDITIONAL DESCRIPTION OF EXPERIENCE**

<b>LENGTH OF EMPLOYMENT</b> From: To:	<b>FIRM NAME</b>	<b>ADDRESS</b>	<b>CITY and STATE</b>
Experience Paid: <input type="checkbox"/> full time <input type="checkbox"/> part time volunteer <input type="checkbox"/>	<b>PERCENT OF TIME</b>	<b>DUTIES PERFORMED</b>	
<b>TYPE OF BUSINESS</b>			
<b>YOUR TITLE</b>			
<b>NAME OF YOUR SUPERVISOR</b>			
<b>SUPERVISOR'S TITLE</b>			
<b>REASON FOR LEAVING</b>			
Number of hours worked per week (exclusive of overtime)			

<b>LENGTH OF EMPLOYMENT</b> From: To:	<b>FIRM NAME</b>	<b>ADDRESS</b>	<b>CITY and STATE</b>
Experience Paid: <input type="checkbox"/> full time <input type="checkbox"/> part time volunteer <input type="checkbox"/>	<b>PERCENT OF TIME</b>	<b>DUTIES PERFORMED</b>	
<b>TYPE OF BUSINESS</b>			
<b>YOUR TITLE</b>			
<b>NAME OF YOUR SUPERVISOR</b>			
<b>SUPERVISOR'S TITLE</b>			
<b>REASON FOR LEAVING</b>			
Number of hours worked per week (exclusive of overtime)			

<b>LENGTH OF EMPLOYMENT</b> From: To:	<b>FIRM NAME</b>	<b>ADDRESS</b>	<b>CITY and STATE</b>
Experience Paid: <input type="checkbox"/> full time <input type="checkbox"/> part time volunteer <input type="checkbox"/>	<b>PERCENT OF TIME</b>	<b>DUTIES PERFORMED</b>	
<b>TYPE OF BUSINESS</b>			
<b>YOUR TITLE</b>			
<b>NAME OF YOUR SUPERVISOR</b>			
<b>SUPERVISOR'S TITLE</b>			
<b>REASON FOR LEAVING</b>			
Number of hours worked per week (exclusive of overtime)			

**DUPLICATE THIS PAGE IF ADDITIONAL DESCRIPTION OF EXPERIENCE IS NEEDED**





County of Orleans  
**Department of Personnel and Self Insurance**

KATIE A. HARVEY  
Director

14016 Route 31 West  
Albion, NY 14411-9354  
(585) 589-3184  
Fax (585) 589-3183  
Katie.Harvey@orleanscountyny.gov

## **CONSUMER REPORT DISCLOSURE STATEMENT**

In compliance with the Fair Credit Reporting Act (Public Law 91-508), you are notified that in connection with and in order to better evaluate this application for employment, a report may be obtained which will provide applicable information concerning character, general reputation and personal characteristics including, but not limited to, verification of prior employment, verification with the Department of Motor Vehicles, and a character check, including verification and review of any criminal convictions. You have the right to make a written request with a reasonable period of time for a complete and accurate disclosure of the nature and scope of the report requested.

I hereby authorize Orleans County to procure a consumer report as set forth above.

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Signature of Applicant

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Date



County of Orleans  
**Department of Personnel and Self Insurance**

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**INFORMED CONSENT AND RELEASE OF LIABILITY  
FOR DRUG TESTING AND/OR ALCOHOL TESTING**

In compliance with Orleans County Drug/Alcohol Policy, I hereby give my voluntary consent for a urine sample and/or saliva sample to be collected from me for chemical analysis. I understand the purpose of this analysis is to determine the presence or absence of **alcohol and/or unlawful drugs** in my body. I also understand that any positive result or refusal to take or cooperate with the test will preclude my employment with the County.

I further consent to the release of the results to Orleans County Personnel for use in evaluating my potential employment with the County. I understand that a chain of custody exists to insure the identity and integrity of my specimen and that information with respect to this test will be kept confidential, except to the extent required by the County to evaluate my employment. I further agree to hold Orleans County harmless for the use and results of this test, and to release Orleans County from any liability or claims arising from this test.

I state that the following sets forth all prescription and non-prescription medications I am taking at this time of this test:



- 1. AT THE TIME OF APPLICATION – THIS FORM NEEDS TO BE SIGNED AND DATED BY THE APPLICANT SO YOU ARE AWARE OF DRUG TESTING.**
- 2. WHEN OFFERED AN APPOINTMENT TO A POSITION, APPLICANT WILL COME TO PERSONNEL OFFICE TO PICK UP THIS FORM TO BE TAKEN TO THE PHYSICIAN’S OFFICE FOR TESTING.**

\_\_\_\_\_  
Authorizing Witness

X \_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Date

The above patient has been seen and the information has been reviewed.

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date



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TO: **Applicants for County Employment**

PLEASE RESPOND TO THE FOLLOWING QUESTION

Does a relative or a relative member of the applicant's household exist between you and any County Official, whether appointed or elected or employee of the Orleans County?

Relative: Includes individuals who are relative by blood, marriage or adoption including the following: parent, child, spouse, brother, sister, grandparent, aunt, uncle, niece, nephew, grandchild, legal guardian, foster child, in-laws and step relationships.

Relative member of the applicant's household: Includes individuals who are cohabiting with the employee as well as any individual of the cohabitant who are relative by blood, marriage or adoption including the following: parent, child, spouse, brother, sister, grandparent, aunt, uncle, niece, nephew, grandchild, legal guardian, foster child, in-laws and step relationships.

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes (please identify) the County Official or employee

\_\_\_\_\_ title  
County Official or employee

\_\_\_\_\_ relationship to the individual  
Department (if known)

I affirm that this is an addendum to my employment application and is true under penalties of perjury.

\_\_\_\_\_ Date  
\_\_\_\_\_ Signature of Applicant  
\_\_\_\_\_ Print Name of Applicant

Applicant's Name: \_\_\_\_\_

### REFERENCES

Complete the following information concerning persons who may attest to your character, integrity and fitness for the position for which you are applying. List four (4) personal and three (3) employment references (employers, supervisors or co-workers). **Do Not** include relatives as personal references.

**Personal:**

A. Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Relationship \_\_\_\_\_ Years Known \_\_\_\_\_

B. Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Relationship \_\_\_\_\_ Years Known \_\_\_\_\_

C. Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Relationship \_\_\_\_\_ Years Known \_\_\_\_\_

D. Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Relationship \_\_\_\_\_ Years Known \_\_\_\_\_



Applicant's Name: \_\_\_\_\_

**Employment:**

E. Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Relationship \_\_\_\_\_ Years Known \_\_\_\_\_

Business \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

F. Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Relationship \_\_\_\_\_ Years Known \_\_\_\_\_

Business \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

G. Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Relationship \_\_\_\_\_ Years Known \_\_\_\_\_

Business \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code