



Town of Southampton

116 Hampton Road
Southampton, New York 11968

DEPARTMENT OF GENERAL SERVICES HUMAN RESOURCES

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TOWN OF SOUTHAMPTON APPLICATION FOR EMPLOYMENT

Name: _____ Position: _____

Email: _____

Full Time Part Time Seasonal If part time, days and hours available: _____

1. Are you under 18 years of age? Yes No If under 18, list age and DOB: _____

2. Are you a U.S. citizen? Yes No

If not, do you have the legal right to accept employment in the U.S. ? Yes No

3. May we contact your previous employers? Yes No

4. Do you have a valid certificate in Standard First Aid and Personal Safety? Yes No

5. Do you speak any language other than English? Yes No If yes, list: _____

6. Are you a volunteer Firefighter? Yes No | Are you a Veteran? Yes No

7. Please list your hobbies and interests: _____

8. Please list at least two (2) CHARACTER REFERENCES who are NOT RELATIVES:

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____

9. In case of an emergency, please notify:

Name: _____

Phone #: _____

10. Any additional information you consider to be relevant to your employment application?

Signature of Applicant: _____ Date: _____

*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. Background investigations may be conducted on all candidates considered for employment. A false statement may result in the disqualification of your application in accordance with the provisions of Section 50 of the Civil Service Law.

YOUR ELIGIBILITY TO COMPETE IN THIS EXAMINATION WILL BE DETERMINED ON THE BASIS OF YOUR ANSWERS TO QUESTIONS 10 - 13. INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.

10. EDUCATION

A. Have you graduated from senior high school? YES NO

If yes, complete name and location.

Name of school: _____

Location: _____

B. If you have a high school equivalency diploma, indicate:

_____ Issuing Authority

C. If you did **NOT** graduate from high school, circle highest school year completed: 4 5 6 7 8 9 10 11

PLEASE ATTACH A COPY OF COLLEGE TRANSCRIPTS VERIFYING ALL COLLEGE LEVEL COURSE WORK FOR WHICH YOU CLAIM CREDIT.

List each College University or Professional School Attended	Full Name of School State/City in which located	Dates of Attendance (Month and Year)	Were You Graduated?	Type of Course or Major Subject	Number of Credits Rec'd. To Date	Type of Degree Received	Date Degree Received	

Technical or other Schools or Special Courses	Full Name of School State/City in which located	Dates of Attendance (Month and Year)	Type of Course or Major Subject	Number of Hours Attended	Did you successfully complete this course?

11. DRIVER'S LICENSE: Circle the class of your New York State Motor Vehicle License: 1 2 3 4 5 6 A B C D E M

Date of Expiration _____

12. LICENSES: If a license, certificate or other authorization to practice a trade or profession is a requirement for the position for which you are applying, complete the following question:

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

13. DESCRIPTION OF EXPERIENCE

Beginning with the most recent, describe below in detail **ALL** paid and volunteer employments **relevant** to the position sought. You are responsible for submitting an accurate 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 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, attach 8 1/2 x 11" sheets of paper) Under "Duties" for each employment describe the nature of the work personally performed by you, **WITH ESTIMATED PERCENTAGE OF TIME SPENT ON EACH TYPE OF WORK.** State size and kind of working force, if any, supervised by you and the extent of such supervision.

ALL EXPERIENCE IS SUBJECT TO VERIFICATION.

A. LENGTH OF EMPLOYMENT MO. YR. MO. YR.	FIRM NAME	ADDRESS	CITY AND STATE
FROM / TO /			
EARNINGS (Circle One) \$ /WK /MO /YR	DUTIES:		
TYPE OF BUSINESS			
YOUR EXACT TITLE			
Average no. of hrs. worked per week (exclusive of overtime)			
SUPERVISOR'S TITLE	SUPERVISOR'S NAME	TELEPHONE NUMBER	

B. LENGTH OF EMPLOYMENT MO. YR. MO. YR.		FIRM NAME	ADDRESS	CITY AND STATE
FROM	/	TO	/	
EARNINGS (Circle One)		DUTIES:		
\$		/WK /MO /YR		
TYPE OF BUSINESS				
YOUR EXACT TITLE				
Average no. of hrs. worked per week (exclusive of overtime)				
SUPERVISOR'S TITLE		SUPERVISOR'S NAME		TELEPHONE NUMBER

C. LENGTH OF EMPLOYMENT MO. YR. MO. YR.		FIRM NAME	ADDRESS	CITY AND STATE
FROM	/	TO	/	
EARNINGS (Circle One)		DUTIES:		
\$		/WK /MO /YR		
TYPE OF BUSINESS				
YOUR EXACT TITLE				
Average no. of hrs. worked per week (exclusive of overtime)				
SUPERVISOR'S TITLE		SUPERVISOR'S NAME		TELEPHONE NUMBER

D. LENGTH OF EMPLOYMENT MO. YR. MO. YR.		FIRM NAME	ADDRESS	CITY AND STATE
FROM	/	TO	/	
EARNINGS (Circle One)		DUTIES:		
\$		/WK /MO /YR		
TYPE OF BUSINESS				
YOUR EXACT TITLE				
Average no. of hrs. worked per week (exclusive of overtime)				
SUPERVISOR'S TITLE		SUPERVISOR'S NAME		TELEPHONE NUMBER

E. LENGTH OF EMPLOYMENT MO. YR. MO. YR.		FIRM NAME	ADDRESS	CITY AND STATE
FROM	/	TO	/	
EARNINGS (Circle One)		DUTIES:		
\$		/WK /MO /YR		
TYPE OF BUSINESS				
YOUR EXACT TITLE				
Average no. of hrs. worked per week (exclusive of overtime)				
SUPERVISOR'S TITLE		SUPERVISOR'S NAME		TELEPHONE NUMBER

BE SURE TO SIGN THE DECLARATION ON THE LAST PAGE

**BE SURE TO SIGN THE DECLARATION AT THE BOTTOM OF THIS PAGE
UNSIGNED APPLICATIONS WILL BE DECLARED INELIGIBLE**

VETERANS' CREDITS

Veterans' credits are granted on the following basis:

DISABLED VETERANS: 10 points for Open-Competitive Exams
5 points for Promotional Exams

NON-DISABLED VETERANS: 5 points for Open-Competitive Exams
2.5 points for Promotional Exams

These additional credits, which are combined with the final score obtained in the examination, may be granted only to **PASSING CANDIDATES** at the time of establishment of the eligible list.

NON-DISABLED VETERANS

In order to be eligible for additional credits as a non-disabled veteran, you must:

1. Have served on **ACTIVE DUTY**, other than active duty for training purposes, with the Armed Forces of the United States during any of the following periods:

VIETNAM - February 28, 1961 through and including May 7, 1975
LEBANON* - June 1, 1983 through and including December 1, 1987
GRENADA* - October 23, 1983 through and including November 21, 1983
PANAMA * - December 20, 1989 through and including January 31, 1990
PERSIAN GULF - August 2, 1990 - to the end of hostilities as yet undefined

* To receive veterans' credits for service in these campaigns, an applicant must also have been the recipient of one of the following:

Armed Forces Expeditionary Medal
Navy Expeditionary Medal
Marine Corps Expeditionary Medal

2. Have been honorably discharged or released under honorable conditions from such service.
3. Submit a photocopy of separation papers (i.e. FORM DD-214 MEMBER 4 COPY) from the Armed Forces of the United States before this eligible list is established.

DISABLED VETERANS

In order to be eligible for additional credit as a disabled veteran, in addition to meeting the requirements of items 1, 2 & 3 listed above, you must also complete, FOR EACH TITLE, Form VC-3, (Authorization for Disability Record), in duplicate and forward BOTH copies immediately to the Regional Office of the United States Department of Veterans Affairs where your application for disability pension is on file. The Department of Veterans Affairs will retain a copy for its files, and will return a copy to this Department for processing. Disabled veterans must have a disability of at least ten percent (10%) certified by the Department of Veterans

IF YOU DO NOT FORWARD THE PROPER DOCUMENTATION AS OUTLINED ABOVE, YOU WILL NOT BE GRANTED VETERANS' CREDITS, ONCE THE ELIGIBLE LIST IS ESTABLISHED, VETERANS' CREDITS CANNOT BE GRANTED.

LEGAL RESIDENCE CODES -

NAME	COUNTY	CODE								
Suffolk County		C-1	Lindenhurst	V-13	Comsewogue	S-206	Riverhead	S-117	Copague	L-11
Other		C-0	Lloyd Harbor	V-14	Connetquot	S-207	Rocky Point	S-219	Deer Park	L-12
			Mastic Beach	V-33	Copague	S-305	Sachem	S-220	East Islip	L-13
			Nissequoque	V-15	Deer Park	S-306	Sag Harbor	S-118	Elwood	L-35
			North Haven	V-16	East Hampton	S-103	Sagaponack	S-119	Half Hollow Hills	L-14
			Northport	V-17	East Islip	S-208	Sayville	S-221	Harborfields	L-15
			Ocean Beach	V-18	East Moriches	S-209	Shelter Island	S-120	Hauppauge	L-34
			Old Field	V-19	Eastport/South Manor	S-128	Shoreham-Wading River	S-121	Huntington	L-16
			Patchogue	V-20	East Quogue	S-105	Smithtown	S-315	Islip	L-17
			Poquott	V-21	Elwood	S-307	Southampton	S-122	Lindenhurst	L-18
			Port Jefferson	V-22	Fire Island School	S-210	South Country	S-222	Longwood	L-21
			Quogue	V-23	Fishers Island	S-106	South Huntington	S-316	Mastic-Moriches-Shirley	L-19
			Sag Harbor	V-24	Greenport	S-107	Southold	S-123	Middle Country	L-20
			Sagaponack	V-32	Half Hollow Hills	S-308	Springs	S-124	Montauk	L-33
			Saltair	V-25	Hampton Bays	S-108	Three Village	S-225	North Babylon	L-22
			Shoreham	V-26	Harborfields	S-309	Tuckahoe	S-125	North Shore	L-27
			Southampton	V-27	Hauppauge	S-211	Wainscot	S-126	Northport	L-23
			Village of the Branch	V-28	Huntington	S-310	West Babylon	S-317	Patchogue-Medford	L-24
			Westhampton Beach	V-29	Islip	S-212	West Islip	S-226	Sachem	L-25
			Westhampton Dunes	V-31	Kings Park	S-311	Westhampton Beach	S-127	Sayville	L-26
			Other	V-00	Lindenhurst	S-312	William Floyd	S-227	Smithtown	L-28
					Little Flower	S-110	Wyandanch	S-318	South Huntington	L-29
					Longwood	S-214			West Babylon	L-32
					Mattituck - Cutchogue	S-111			West Islip	L-30
					Middle Country	S-213			Wyandanch	L-31
					Miller Place	S-215			Other	L-00
					Montauk	S-112				
					Mt. Sinai	S-216				
					New Suffolk	S-113				
					North Babylon	S-313				
					Northport - E. Northport	S-314				
					Oysterponds	S-114				
					Patchogue-Medford	S-217				
					Port Jefferson	S-218				
					Quogue	S-115				
					Remsenberg - Specnk	S-116				

INCORPORATED VILLAGES

NAME	CODE
Amityville	V-01
Asharoken	V-02
Babylon	V-03
Belle Terre	V-04
Bellport	V-05
Brightwaters	V-06
Dering Harbor	V-07
East Hampton	V-08
Greenport	V-09
Head-of-the-Harbor	V-10
Huntington Bay	V-11
Islandia	V-30
Lake Grove	V-12

SCHOOL DISTRICTS

Amagansett	S-101
Amityville	S-301
Babylon	S-302
Bay Shore	S-201
Bayport-Blue Point	S-202
Brentwood	S-203
Bridgehampton	S-102
Center Moriches	S-204
Central Islip	S-205
Cold Spring Harbor	S-303
Commack	S-304

LIBRARIES

NAME	CODE
Amityville	L-01
Babylon Public	L-02
Bay Shore - Brightwaters	L-03
Bayport - Blue Point	L-04
Brentwood	L-05
Center Moriches	L-06
Central Islip	L-07
Commack	L-08
Comsewogue	L-09
Connetquot	L-10

Affairs at the time of application for additional credits.

Veterans who used non-disabled veterans credits to obtain a civil service appointment or promotion with New York State or a local government, and subsequent to such appointment, are determined by the United States Department of Veteran Affairs to be a qualified disabled veteran are entitled to an additional 10 credits, minus the number of credits already used for the prior appointment. To claim such credits a candidate must also submit Form VC-1, Application for Veterans' Credits.

14. A. Do you claim additional credits as an honorably discharged war veteran for this examination?

1. YES, AS A NON-DISABLED VETERAN
2. YES, AS A DISABLED VETERAN
3. NO.

If you checked YES, complete 14B and C:

- B. Have you previously used veterans' credits to receive a permanent competitive class appointment in the service of the State of New York or any civil division within the State?
 - YES NO If you check YES complete the information in 14D below.

Except for veterans later determined to be disabled, civil service law limits the use of veterans' credits to one permanent competitive class appointment within New York State.

- C. With the exception of the federal service, have you ever been employed by a governmental agency outside the Suffolk County (e.g. New York City, New York State, Office of Court Administration, or another county within New York State?)
 - YES NO If you checked YES complete the information in 14D below:

D. Government Name _____
 Length of Employment From _____
 To _____
 Department _____
 Your Official Title(s) _____

(Attach additional sheets if necessary)

DECLARATION:

I declare, subject to the penalties of perjury that the statements made in this application (including statements made in any accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. I further request and authorize any former or present employer, military records center, police, parole, and probation agencies, and former school to provide to the Suffolk County Department of Civil Service any and all information including, but not limited to information as to my character, habits, work ability, and/or education. In consideration of compliance with this request, I hereby release and discharge said institutions from any claims, liabilities, or damages.

DATE _____ X SIGNATURE OF APPLICANT _____

State former name or any other name(s) by which you were known.