

TOWN OF SOUTHAMPTON

Department of Human Resources
116 HAMPTON ROAD
SOUTHAMPTON, NY 11968



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JAY SCHNEIDERMAN
TOWN SUPERVISOR

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.

**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:

- 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

- Have been honorably discharged or released under honorable conditions from such service.
- 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 -

COUNTY		Lindenhurst		V-13		Comsewogue		S-206		Riverhead		S-117		Copiague		L-11			
NAME		CODE		Lloyd Harbor		V-14		Connetquot		S-207		Rocky Point		S-219		Deer Park		L-12	
Suffolk County		C-1		Nissequogue		V-15		Copiague		S-305		Sachem		S-220		East Islip		L-13	
Other		C-0		North Haven		V-16		Deer Park		S-306		Sag Harbor		S-118		Elwood		L-35	
				Northport		V-17		East Hampton		S-103		Sagaponack		S-119		Half Hollow Hills		L-14	
				Ocean Beach		V-18		East Islip		S-208		Sayville		S-221		Harborfields		L-15	
				Old Field		V-19		East Moriches		S-209		Shelter Island		S-120		Hauppauge		L-34	
				Patchogue		V-20		Eastport/South Manor		S-128		Shoreham-Wading River		S-121		Huntington		L-16	
				Poquott		V-21		East Quogue		S-105		Smithtown		S-315		Islip		L-17	
				Port Jefferson		V-22		Elwood		S-307		Southampton		S-122		Lindenhurst		L-18	
				Quogue		V-23		Fire Island School		S-210		South Country		S-222		Longwood		L-21	
				Sag Harbor		V-24		Fishers Island		S-106		South Huntington		S-316		Mastic-Moriches-Shirley		L-19	
				Sagaponack		V-32		Greenport		S-107		Southold		S-123		Middle Country		L-20	
				Saltaire		V-25		Half Hollow Hills		S-308		Springs		S-124		Montauk		L-33	
				Shoreham		V-26		Hampton Bays		S-108		Three Village		S-225		North Babylon		L-22	
				Southampton		V-27		Harborfields		S-309		Tuckahoe		S-125		North Shore		L-27	
				Village of the Branch		V-28		Hauppauge		S-211		Wainscott		S-126		Northport		L-23	
				Westhampton Beach		V-29		Huntington		S-310		West Babylon		S-317		Patchogue-Medford		L-24	
				Westhampton Dunes		V-31		Islip		S-212		West Islip		S-226		Sachem		L-25	
				Other		V-00		Kings Park		S-311		Westhampton Beach		S-127		Sayville		L-26	
								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 - Speonk		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?

- YES, AS A NON-DISABLED VETERAN
- YES, AS A DISABLED VETERAN
- 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.