

Town of Southold
53095 Main Road
Southold, NY 11971
Telephone: 631-765-1800
Fax: 631-765-6145



APPLICATION FOR EMPLOYMENT

Any candidate for non-competitive, part-time, temporary or provisional employment with the Town of Southold must complete and submit a Suffolk County Application for Employment to the Town so that the Town can determine whether the candidate is qualified for employment.

The same Suffolk County Application for Employment is used for candidates to apply for and take competitive class examinations administered by Suffolk County Department of Civil Service. Please refer to Suffolk County Civil Service's website at <http://www.co.suffolk.ny.us/civilservice/> for more information concerning the administration of competitive class examinations.

If you use the Suffolk County Application for Employment for competitive class examination purposes, please forward the application with the appropriate fee to Suffolk County Department of Civil Service/Human Resources, 725 Veterans Highway, North County Complex, Bldg. 158, PO Box 6100, Hauppauge, NY 11788-0099.

To apply for non-competitive, part-time, temporary or provisional employment with the Town of Southold, please complete and return the Suffolk County Application for Employment only (with no fee) to the Town of Southold, Attention: Town Clerk's Office, PO Box 1179, Southold, NY, 11971.

SUFFOLK COUNTY APPLICATION FOR EMPLOYMENT OPEN-COMPETITIVE EXAMINATIONS AND NON-COMPETITIVE APPOINTMENTS

SUFFOLK COUNTY DEPARTMENT OF HUMAN RESOURCES, PERSONNEL AND CIVIL SERVICE

**THIS IS FORM CS-205 PART A.
YOU MUST ALSO COMPLETE
FORM CS-205 PART B.**

725 Veterans Memorial Hwy., William J. Lindsay Complex, Bldg. 158 (location)
P.O. Box 6100 Hauppauge, NY 11788-0099 (mailing address)
(631) 853-5500 Internet: www.suffolkcountyny.gov/Departments/Civil-Service

SUFFOLK COUNTY DOES NOT DISCRIMINATE AGAINST ANY APPLICANT BECAUSE OF RACE,
CREED, COLOR, NATIONAL ORIGIN, HANDICAP, SEX, AGE, MARITAL STATUS OR SEXUAL PREFERENCE.

THERE IS AN APPLICATION PROCESSING FEE; SEE THE EXAMINATION ANNOUNCEMENT FOR THE FEE AMOUNT (The fee will NOT BE REFUNDED if your application is DISAPPROVED.) A separate application is required for each examination (identified by examination number) for which you are applying. Each application must be accompanied by a **NON-REFUNDABLE NON-TRANSFERABLE** application processing fee. Do not send cash. Make the check or money order payable to the Suffolk County Department of Civil Service. Please indicate the examination title and the last four digits of the applicant's social security number on the face of the check or money order. Certain applicants may be eligible for a fee waiver. See examination announcement for details. This application is part of your examination. Answer all questions fully and carefully in ink. Attach additional sheets if necessary to give detailed information. You may also apply on our Internet site.

PLEASE PRINT:

1. TITLE OF EXAMINATION															
2. LAST NAME		FIRST NAME		M.I.	SOCIAL SECURITY NUMBER										
					<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: none; padding: 0 10px;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>					-					
				-											
MAILING ADDRESS				LEGAL ADDRESS (Not a Post Office Box)											
CITY		STATE	ZIP CODE	CITY											

3. DAYTIME TELEPHONE NUMBER (include area code)
You may be contacted by prospective employers.
()

Successful completion of an appropriate medical examination may be required.

If you answered YES to any part of question 7 you MUST give specifics in the COMMENTS section below.

4. E-MAIL _____

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.

5. LEGAL RESIDENCE CODES Identify each of the districts of which you are a legal resident, not where you wish to be employed. If your legal residence changes, you must notify the Suffolk County Civil Service Department at once in writing. Complete the boxes with the correct codes for your legal residence. See last page of application for list of residence codes.

A candidate appointed to a vacancy in the service of Suffolk County shall be required to disclose, and a candidate appointed to any other vacancy in the civil service may be required to disclose, whether he/she is currently receiving any form of disability payment from New York State.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

THE FOLLOWING QUESTIONS ARE OPTIONAL.

COUNTY	TOWN	SCHOOL DISTRICT	LIBRARY DISTRICT	VILLAGE
C-	T-	S-	L-	V-

6. GEOGRAPHIC ZONES
Check one or more of the boxes below indicating the geographic zones in which you would be willing to accept an appointment. Your name will be certified only for job vacancies in the geographic zones you check.

- Zone 1 Riverhead, Southold, Shelter Island, Southampton, and East Hampton Townships
- Zone 2 Brookhaven Township
- Zone 3 Smithtown and Islip Townships
- Zone 4 Huntington and Babylon townships

8. Are you a Saturday sabbath observer who, for religious reasons only, requests permission to take this examination after sundown on Saturday?
YES NO

If you checked YES, you will be asked to provide verification.

9. Do you need special accommodations to participate in this examination?
YES NO

If you checked YES, please describe the type of assistance you request in the COMMENTS section below.

7. Check appropriate box to the right of each question:
- A. Were you ever dismissed or discharged from any employment for reasons 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

10. COMMENTS _____

(Attach additional sheets if necessary)

CANDIDATE MUST SIGN DECLARATION ON LAST PAGE OF THIS APPLICATION

FOR APPOINTING AUTHORITY'S USE FOR PROVISIONAL AND NON-COMPETITIVE APPOINTMENTS ONLY			
DEPARTMENT OR JURISDICTION		DATE APPOINTED	
FOR CIVIL SERVICE USE ONLY			
	NOTES _____	<input type="checkbox"/> PENDING TRANSCRIPT	ELIGIBLE
	_____	<input type="checkbox"/> PENDING _____	INELIGIBLE
			DATE

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.

11. 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?		

12. 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 _____

13. 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:

14. 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 / /			
TYPE OF BUSINESS	DUTIES:		
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 /				
TYPE OF BUSINESS		DUTIES:		
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 /				
TYPE OF BUSINESS		DUTIES:		
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 /				
TYPE OF BUSINESS		DUTIES:		
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 /				
TYPE OF BUSINESS		DUTIES:		
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:

- 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 and be a New York State resident.
- 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), and forward a copy 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 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 Veterans 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.

- 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:

- 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.

- With the exception of the federal service, have you ever been employed by a governmental agency outside 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)

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	Copiapue	L-11
Other		C-0	Lloyd Harbor	V-14	Connetquot	S-207	Rocky Point	S-219	Deer Park	L-12
			Nissequoque	V-15	Copague	S-305	Sachem	S-220	East Islip	L-13
			North Haven	V-16	Dear Park	S-308	Sag Harbor	S-118	Elwood	L-35
			Northport	V-17	East Hampton	S-103	Sagaponack	S-119	Hall 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
			Saltire	V-25	Hall Hollow Hills	S-308	Spring	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	Walmscott	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

INCORPORATED VILLAGES

NAME	CODE
Amityville	V-01
Asharoken	V-02
Babylon	V-03
Belle Terre	V-04
Ballport	V-05
Brightwaters	V-08
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
Matlucck - Cutchogue	S-111
Middle Country	S-213
Miller Place	S-215
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 - Spaonk	S-116

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

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.

TOWN OF SOUTHOLD
Application for Employment

TELEPHONE: 631.765.1800
FAX: 631.765.6145

TOWN HALL
 53095 Main Road
 P.O. Box 1179
 Southold NY 11971

Please indicate the position you are applying for: _____

Please print legibly:

I. _____

Last Name	First Name	Middle Initial
Mailing Address		Legal Address (if different)
City	State	Zip Code
City	State	Zip Code
Home Telephone Number	Cell phone number	E-Mail Address (Please print clearly)

2. Description of experience
 Beginning with the most recent, describe below your last three (3) employments:

A. Length of Employment	Firm Name	Address	City and State
From: _____ To: _____ Month/Year Month/Year			
Supervisor's name and title:	Supervisor's telephone number:		
Brief description of duties:			

B. Length of Employment	Firm Name	Address	City and State
From: _____ To: _____ Month/Year Month/Year			
Supervisor's name and title:	Supervisor's telephone number:		
Brief description of duties:			

C. Length of Employment	Firm Name	Address	City and State
From: _____ To: _____ Month/Year Month/Year			
Supervisor's name and title:	Supervisor's telephone number:		
Brief description of duties:			

3. List each high school, college, university and/or technical schools attended:

Full Name of School, City & State in which located	Dates of Attendance (Month & Year)	Were You Graduated?	Type of Course Major Subject	Type of Degree Received	Date Degree Received

4. Personal References

Name	Address	Phone Number

5. Drivers License:

Class of your NYS motor vehicle license: _____ Date of expiration: _____

6. Please check the appropriate box to the right of each question:

- A. Have you ever been convicted of any crime? (felony or misdemeanor) YES NO
- B. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charge? YES NO
- C. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? YES NO
- D. Did you ever resign from any employment rather than face dismissal? YES NO
- E. Did you ever receive a discharge from the armed forces of the United States which was other than honorable or which was issued under other than honorable circumstances? YES NO
- F. Have you ever been convicted of a misdemeanor or felony that was not dismissed, expunged or sealed, including, but not limited to, a misdemeanor or felony relating to abuse or sexual molestation? YES NO

Note: A criminal conviction will not necessarily result in disqualification for employment. Rather, such factors as any relationship to the job, your age at the time of the conviction, the length of time since the conviction, the seriousness and nature of the crime and any rehabilitation will be considered

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, probation agencies, and former school to provide to the Town of Southold 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

Are you 18 years of age or older? Yes No

If under 18 years of age, do you have working papers? Yes No

Southold Town is an equal opportunity/affirmative action employer.