

**APPLICATION COMPLETION AND DETAILING IS YOUR RESPONSIBILITY
FAILURE TO DO SO WILL CAUSE YOUR DISAPPROVAL**

8. Have you graduated from high school? Yes No Name of school
City and State

If NO, circle highest grade completed 6 7 8 9 10 11 12 Still Attending

I have a New York State High School Equivalency Diploma (indicate the number or attached a copy) Date of Issue

9. **LICENSES & CERTIFICATIONS** (If a license, certificate or other authorization to practice a trade or profession is listed, such as RPN, LPN, CNA, Lifeguards, Recreation Leaders etc... **PLEASE ATTACH A COPY OF LICENSES AND/OR CERTIFICATIONS.**

10. Do you have a valid New York State Motor Vehicle License? Yes No Class of license

11. **DESCRIPTION OF EXPERIENCE** beginning with the most recent, described below in detail **ALL EMPLOYMENT THAT IS PERTINENT TO THE POSITION APPLIED FOR.** Relevant volunteer (unpaid) experience will be considered if verified and fully documented. You are responsible for submitting an accurate, adequate 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, describe such experience as a separate employment. If your titles or duties changed materially in the course of your service in any one organization, indicate such change clearly and as separate employment. (If more space is needed attach additional sheets of paper).

UNDER "DUTIES" FOR EACH EMPLOYMENT, DESCRIBE THE NATURE OR WORK PERSONALLY PERFORMED BY YOU WITH ESTIMATED PERCENTAGE OF TIME SPENT ON EACH TYPE OF WORK, IF ANY SUPERVISION BY YOU, AND THE EXTENT OF SUCH SUPERVISION (DIRECT, INDIRECT – FULL-TIME, OCCASIONAL).

Length of employment Month & Year From To	Company Name	Address	City & State
DESCRIBE DUTIES BELOW (SEE UNDERLINED SECTION IN "DESCRIPTION OF EXPERIENCE")			
Earnings (circle one) \$ WK/MO/YR			
Type of Business			
Your exact title			
Name of your Supervisor			
Supervisor's title			
No. of hours worked per Week (exclusive of over-Time) Hrs.			

REMARKS OR ADDITIONAL QUALIFYING EXPERIENCE

ALL STATEMENTS ARE SUBJECT TO VERIFICATION

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.