Niagara County Civil Service
Seasonal Employment Application

If experience is required to qualify for the position, applicants should complete the full-length civil service employment application.

NCCS Revised 2/1/2016

Position applying for: _____ Municipality: _____

Name: _____
Last First Middle Initial

Is additional information relative to a change of name, use of an assumed name, or nickname necessary to enable a check on your work or school record? If yes, please provide any such additional names. _____

Mailing Address: _____
Street (or PO Box) City State Zip Code

Residence Address: _____
Street (P.O. Box will not be accepted, must use current home address) City State Zip Code County

Have you been a resident of Niagara County for the past one (1) month? ☐ Yes ☐ No

Home Telephone Number: _____ Other Telephone Number: _____

Email address: _____ Social Security Number (complete): _____--_____--_____

Have you served in the U.S. Armed Forces on active duty? ☐ Yes ☐ No Dates of active service: From_____ To_____

Are you a citizen of the United States? ☐ Yes ☐ No If no, do you have a legal right to work in the U.S.? ☐ Yes ☐ No

Do you have a valid NY State Driver's License? ☐ Yes ☐ No If yes, what class? _____

An answer of YES to any of the following questions does not represent an automatic bar to employment. Each case is considered and evaluated in relation to the duties and responsibilities of the position for which you are applying:

Were you ever dismissed from any employment for reasons other than lack of work or funds?	☐ Yes	☐ No	_____
Did you ever resign from any employment rather than face dismissal?	☐ Yes	☐ No	_____
Were you ever convicted of any violation of law other than a minor traffic violation?	☐ Yes	☐ No	_____
Do you currently have any criminal charges pending?	☐ Yes	☐ No	_____
Did you ever receive discharge from the U.S. Armed Forces which was "dishonorable?"	☐ Yes	☐ No	_____
Did you ever forfeit bail or bond posted to guarantee your appearance in court to answer a criminal charge?	☐ Yes	☐ No	_____

Provide an explanation to any of the above for which you marked "Yes." _____

_____

_____

For Office Use Only

Qualified: ☐ Yes ☐ No Conditional: _____

Reviewed by: _____ Date: _____

Comments: _____

License/Certification – Submit a copy of the license/certification with your application

Do you have a license, certification, or other authorization to practice a trade or profession? ☐ Yes ☐ No

Is this license/certification permanent? ☐ Yes ☐ No

Name of trade or profession: _____ License/Certificate Number: _____

Licensing Agency: _____ Licensed from: _____ to: _____

High School Education

Have you received a High School Diploma? ☐ Yes ☐ No Check the highest grade completed ☐8 ☐9 ☐10 ☐11 ☐12

If yes, provide name & location of the high school or issuing government authority: _____

If no, have you received a General Equivalency Diploma (GED)? ☐ Yes ☐ No Submit a Copy or Indicate #_____

Education above high school level – Official college transcripts must be submitted if not already on file

Name of School	Location (State)	Course or Major	Credits Completed Sem. Hrs.	Credits Completed Qtr. Hrs.	Type of Degree/Certificate Received

Training

Other training you received (i.e. work training programs, Armed Forces training). Please estimate training hours received.

Course/Program	Hours

Work History – List your **complete** post-high school work history. Include dates, all employers, & reason for leaving. Attach additional sheets if necessary.

Have ever worked for Niagara County? ☐ Yes ☐ No Date: _____ Department: _____

Start Date(M/D/Y)	End Date(M/D/Y)	Employer	Reason for Leaving

I declare that the statements made in this application (including statements made in my accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. Any false statements made are punishable as a Class A Misdemeanor under Section 210.45 of the Penal Law and may result in termination of employment. I further understand, and will otherwise submit thereto, that in accordance with existing pre-employment physical and drug testing policy, I may be required to submit to a physical examination and urinalysis test as a condition for employment. Applicants may also 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.

_____ _____

Signature Date