LEAVE THIS SPACE BLANK

INSTRUCTIONS AND INFORMATION

There is no refundable application filing fee per examination number. No cash accepted. A check or money order only (payable to Westchester County Department of Human Resources) must accompany application. One check may be used. Record all exam numbers on the check. Applications received without the filing fee will be returned. See section "C", below.

A. EXAMINATION ANNOUNCEMENT

Before filling out your application, carefully read the examination announcement. Announcements may be viewed at the Westchester County Department of Human Resources website: www.westchestergov.com/hr and at municipal buildings and public libraries throughout Westchester County.

B. QUALIFICATIONS

The burden of establishing required qualifications is the responsibility of the applicant. Fees are not refundable for disqualification. On-site experience cannot be credited toward examination qualification. Applications will be rejected for late filing, if postmarked or received after the last filing date. Part-time experience is not pro-rated based on a 30-hour work week.

C. APPLICATION FEE WAIVER

The application may be waived with proof of supplemental Social Security payments, public assistance, receiving foster care, or unemployed and primarily responsible for the support of a household.

D. ADMISSION TO EXAMINATION

Applicants must be legal residents of the towns or cities of Westchester County at the time of the examination. Applicants must be legal residents of the town or city in which they are a legal resident and have been for at least 30 days prior to the examination. If your residency changes, you must immediately notify the Westchester County Department of Human Resources, in writing.

E. TESTING ACCOMMODATION (ATTACH REQUEST)

If you require special arrangements, a written request should be attached to this application describing the type of special arrangements required. No special arrangements will be made for examinations for which an application has not been received.

F. LEGAL ADDRESS CHANGE

You must report a change in address to insure proper notification of test results and certification of civil service lists. Residence must be established 30 days prior to the examination or in order to meet residency preference requirements.

G. DISABILITY APPEAL

Any appeal of a disability notification must be made in writing and received in the Department of Human Resources by the date and time indicated on the notice.

H. VETERANS' CREDIT

If you received or expect to receive an honorable discharge from the Armed Forces of the United States, as a war-time veteran or disabled veteran as defined below, you may claim veteran's credits to be added to your exam score, if you pass. The Armed Forces of the United States includes the Army, Navy, Marine Corps, Air Force and Coast Guard, and all components thereof. In order to be eligible for veterans' credits, you must present a DD214 military discharge certificate to the Westchester County Department of Human Resources at the time of the examination. The burden of establishing required qualifications is the responsibility of the applicant. Fees are not refundable for disqualification. On-site experience cannot be credited toward examination qualification. Applications will be rejected for late filing, if postmarked or received after the last filing date. Part-time experience is not pro-rated based on a 30-hour work week.

*For these service dates Veterans must have received the Armed Forces Excessive Medal for Service in Zone of Conflict.

6. All statements are subject to verification. Misrepresentations may constitute cause for disqualification or discharge. It is a crime pursuant to section 210.45 of the New York State Penal Law, punishable as a Class "A" misdemeanor, to knowingly make a false statement herein. All statements are subject to verification. Misrepresentations may constitute cause for disqualification or discharge. IT IS A CRIME PURSUANT TO SECTION 210.45 OF THE NEW YORK STATE PENAL LAW, PUNISHABLE AS A CLASS "A" MISDEMEANOR, TO KNOWINGLY MAKE A FALSE STATEMENT HEREIN.

DO NOT WRITE BELOW - FOR HUMAN RESOURCES USE

Entitled By:   JUC  Date:  Paid  Date Received

CPT/ID: /  Approved By:  Date: /  Disapproved

Condition: /  Section: /
Have you answered all appropriate questions? An incomplete application may be disqualified.

Student Loan Applicant
Do you have any loans made or guaranteed by the New York State Higher Education Services Corporation which are currently outstanding?

If so, are you presently in default on any loan? Yes No

Name

Address

Signatures

Date
**APPLICATION FOR EXAMINATION/Employment**

**INSTRUCTIONS AND INFORMATION**

There is no refundable application filing fee per examination number. No cash accepted. A check or money order only payable to Westchester County Department of Human Resources must accompany the application. One cashiers check may be used. Record all examination numbers on the check. Applications received without the filing fee will be returned. See section C below.

**A. Examination Announcement**

Before filling out your application, carefully read the examination announcement. Announcements may be viewed at the Westchester County Department of Human Resources website or in the Westchester County papers. Applications are available online at westchester.gov/hr and at municipal buildings and public libraries throughout Westchester County.

**B. Qualifications**

The burdens of establishing required qualifications are the responsibility of the applicant. Fees are not refundable for disqualification. Out-of-state experience cannot be credited to qualifications. Applications will be rejected for liens, if postmarked or received after the last filing date. Part-time experience will be pro-rated based on a 35-hour work week.

**C. Application Fee Waiver**

The application may be waived with proof of supplemental Social Security payments, public assistance, receiving foster care, or unemployed and primarily responsible for the support of a household.

**D. Disqualification Appeal**

Appeals of a disqualification must be made in writing and received in the Department of Human Resources by the date and time indicated on the notice.

**F. Legal Address Change**

You must report a change in address to insure proper notification of test results and certification of civil service lists. Residency must be established 30 days prior to the examination date in order to meet residency requirements.

**G. Testing Accommodation (Attach Request)**

If you require special arrangements, a written request should be attached to this application describing the type of special arrangements required. Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a documented religious observance or practice we will make arrangements for you to take the test on a different date. Please check the appropriate box below:

- [ ] I require special arrangements due to a documented religious observance or practice.

**With the Exceptions of Reasons 1 and 2, Requests Must Be Made in Writing with Documentation Attached to the Application.**

**H. Veterans’ Credits**

You may be considered as a veteran for permanent appointment or promotion in New York State or any of its civil divisions since January 1, 1951.

**CHECK AND INDICATE BELOW THE TIME PERIODS YOU SERVED OR ARE SERVING IN THE ARMED FORCES OF THE UNITED STATES**

<table>
<thead>
<tr>
<th>World War II</th>
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<td>Hostilities in Conflict</td>
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<td>Active Duty</td>
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</table>

*For these service dates Veterans must have received the Armed Forces Expeditionary Medal for Service in Zone of Conflict.

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**APPLICATION FOR EXAMINATION/Employment**

**UPON COMPLETION MAIL OR DELIVER TO:**

WESTCHESTER COUNTY DEPARTMENT OF HUMAN RESOURCES
RECRUITMENT & SELECTION UNIT
WHITE PLAINS, NEW YORK 10601

**REQUIRED INFORMATION**

- Legal Address (Not a Post Office box)
- Veteran
- Date
- Signature of Applicant

**READ INSTRUCTIONS ON PAGE 4 BEFORE BEGINNING**

The application is part of the examination and must be filled out completely and accurately. Answer all questions fully, print in ink only. Attach additional sheets and documents, if needed, to give complete information. Requests for more than one examination, a separate application for each type of examination must be filled out for each (PLEASE PRINT OR TYPE).

WESTCHESTER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. It is the policy of Westchester County to provide for and promote the equal opportunity of employment, compensation, and terms and conditions of employment without discrimination because of age, race, color, national origin, sex, disability, marital status, sexual orientation, or any other protected status.

<table>
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<tr>
<th>1. Social Security Number</th>
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<tr>
<td>2. Last Name</td>
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<tr>
<td>3. Mailing Address</td>
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<tr>
<td>4. Date of Birth</td>
</tr>
<tr>
<td>5. Are you filing for examinations with other civil service commissions that are being held on the same date?</td>
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<tr>
<td>6. If yes, please attach a separate sheet listing which commissions and the titles of the examinations.</td>
</tr>
<tr>
<td>7. Are you requesting testing accommodations?</td>
</tr>
<tr>
<td>8. Are you under new charges for any criminal offense?</td>
</tr>
</tbody>
</table>

**INSTRUCTIONS AND INFORMATION**

- You must report a change in address to insure proper notification of test results and certification of civil service lists. Residency must be established 30 days prior to the examination date in order to meet residency requirements.
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- Appeals of a disqualification must be made in writing and received in the Department of Human Resources by the date and time indicated on the notice.
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- If you require special arrangements, a written request should be attached to this application describing the type of special arrangements required. Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a documented religious observance or practice we will make arrangements for you to take the test on a different date. Please check the appropriate box below:
- You may be considered as a veteran for permanent appointment or promotion in New York State or any of its civil divisions since January 1, 1951.
- You must report a change in address to insure proper notification of test results and certification of civil service lists. Residency must be established 30 days prior to the examination date in order to meet residency requirements.
- **With the Exceptions of Reasons 1 and 2, Requests Must Be Made in Writing with Documentation Attached to the Application.**
- You may be considered as a veteran for permanent appointment or promotion in New York State or any of its civil divisions since January 1, 1951.
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