

**MAIL OR DELIVER TO:**

Dutchess County Department of Human Resources  
County Office Building  
22 Market Street  
Poughkeepsie, NY 12601

**County of Dutchess**

www.dutchessny.gov

**APPLICATION FOR  
EXAMINATION OR EMPLOYMENT**

The New York State Human Rights Law protects individuals from discrimination based on their age, creed, race, color, sex, sexual orientation, national origin, marital status, disability, military status, domestic violence victim status, arrest record, conviction record, and predisposing genetic characteristics. Accordingly nothing in this application should be viewed as expressing, either directly or indirectly, any limitation, specification, or discrimination as to the aforementioned items in connection with employment in the municipal service of the County of Dutchess.



**DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER**

**GENERAL INFORMATION**

This application is used for both recruitments and as part of the Civil Service examination process. Some important requirements:

- Carefully read the appropriate examination or recruitment announcement before completing this application. It will inform you of the required minimum qualifications for the position and provide you with other important information.
- Application must be **completed in full** and **printed in ink or typed**. Incomplete information or illegibility will result in your application being disapproved.
- An **examination processing fee** is currently being charged for each exam. **It is not refundable**. Please see the exam announcement for more information.

**ADMISSION TO EXAMINATION**

Depending upon time available, applicants may be admitted to the exam without verification of statements and information contained in their application. When such information must be reviewed after the date of examination, candidates may subsequently be disqualified and the results of the examination voided.

If you have not received notice informing you of whether or not you are to be admitted to the exam by three (3) days prior to the exam date, call the examinations unit immediately at 486-2169.

**SPECIFIC INSTRUCTIONS**

**AFFIRMATIVE ACTION QUESTIONNAIRE** - The information requested on the reverse of this page is for internal monitoring only. This information is kept separate from the general application. Refusal to complete the form will not in any way affect the hiring process or otherwise subject the candidate to adverse treatment.

**ITEM 1** - Enter position title and examination number, if applicable. The same application may be used for both open competitive and promotional exams of the same title, but must have both exam numbers to be processed. Be sure to check the exam announcement to see if you qualify for the promotional exam.

**ITEM 3** - Immediate written notice should be given of any change of address, name or phone number. Be sure to include the position title, social security number, and the effective date of the change. A form for such notification is available from the office.

**ITEM 7** - Checking "yes" to any of the confidential questions is **NOT** an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position.

**ITEM 8** - Individuals appointed to positions will be required to provide verification of authorization for employment, pursuant to law.

**ITEM 9** - Veteran's Credit - In addition to answering the questions on this application, disabled and non-disabled veterans who are eligible for additional examination credit must submit an Application for Veterans Credit form. This form is available at the Department of Human Resources or the examination site, and must be completed and returned before the establishment of the eligible list.

**ITEM 14** - Exempt Volunteer Firefighters may be entitled to certain additional rights under Civil Service Law. Generally, an Exempt Volunteer Firefighter is anyone who, after attaining the age of 18, serves for at least 5 years as an active member of an authorized volunteer fire company. A certificate will be issued by the fire company to anyone who meets the standards established under General Municipal Law. Should you be appointed to a Civil Service position and subsequently obtain such certification, this office and your employer should be so notified.

**ITEM 18** - Education - Be as specific as possible when completing this section. Copies of transcripts, diplomas or professional licenses must be submitted with this application if specified on the recruitment or exam announcement.

**ITEM 19** - Work Experience - Be specific in describing work experience which relates to the position you are applying for. Indicate a percentage of time spent on each type of duty. Begin with your most recent employment, and be sure your description is clear and accurate.

**Omissions or vagueness will NOT be resolved in your favor.** Dates of employment should be as specific as possible. Omission of the number of hours worked will result in no credit for that work experience.

Include **military service experience** when appropriate. Relevant **volunteer experience** will be considered only if allowed in the announced minimum qualifications and is verified and fully documented by the applicant. **Part-time work experience** will be prorated unless otherwise stated on the specific announcement. **Cooperative education positions or internships** will not be counted if they also formed part of required education or degree.