

Instructions and Information

Announcement of Examination

Before filling out your application, read carefully the announcement for this examination. When completing your application be sure to enter, at the top of page 1, the examination number which identifies the examination for which you are filing.

Admission to Examination

Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to meet the announced requirements. Depending on the time available before the examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time those candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test will not be notified of their score.

Change of Address

Contact the Civil Service Office to obtain a Change of Address form or visit www.kingston-ny.gov and print out a change of address form. Completely fill out the Change of Address form and mail to the Civil Service Office 420 Broadway, Kingston, NY 12401. Be sure to include the exam title and number.

Special Arrangements

If you need special arrangements because you are a Religious Observer or Military Member and cannot be tested on date of examination (s) or disabled and require special arrangements in order to participate in the examination (s), you must **EITHER**

Check the appropriate box in Section 4 and indicate the special arrangements you require in the REMARKS section on opposite side of this page **OR**

Write to the agency no later than the last date of filing for this examination. Your request must include examination number and title and the type of special arrangements required.

Veterans Credits

If you are making a claim for veterans credits with this application be sure you read the following information very carefully:

- Any claim for additional credits as a disabled or non-disabled war veteran for the examination should be made with this application. If you are claiming veterans credits, you must answer all questions in section 8. Failure to do so, accurately and completely, may result in a denial of your claim.

- If you are claiming credits as a disabled war veteran, you must, in addition to meeting the requirements as indicated by a "YES" answer to questions in section 8, be certified by the veteran's administration as being entitled to receive payments for a service-connected disability rated at (10) percent or more, incurred during a "Time of War" as indicated in question 8B.

- Persons claiming credits as disabled war veterans will be contacted by this agency for additional information as necessary. All claims and grants of veterans credits are tentative and must be verified through inspection of discharge papers and other related documents, as necessary, prior to the establishment of the eligible list. You will be advised as to which documents must be produced by you for this verification. All statements you make in support of your claim for additional credits are subject to investigation and substantiation by this agency. In the event of subsequent disclosure of any material misstatement or fraud in this claim, your appointment may be rescinded and you may be disqualified from further appointment on which you have been granted additional credits as a result of such material misstatement or fraud.

Personal Privacy Protection Law Notification

The information which you are providing on this application is being requested pursuant to section 50.3 of the New York State Civil Service Law for the principal purpose of determining the eligibility of applicants to participate in the examination(s) for which they have applied. This information will be used in accordance with section 96 (1) of the Personal Privacy Protection Law, particularly subdivisions 8, (e) and 9 (f). Failure to provide this information may result in disapproval of the application. This information will be maintained by the Civil Service Commission.

City of Kingston is an Equal Opportunity-Affirmative Action Employer

It is the policy of the Civil Service Commission to provide accommodation in testing to individuals with disabilities and religious observers and to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, disability or marital status.

NOTE: When filling out your application form, check to make sure that all appropriate questions have been answered. An incomplete application may result in its disapproval. ALL STATEMENTS ARE SUBJECT TO VERIFICATION.

THIS AFFIRMATION MUST BE COMPLETED

I affirm under penalties of perjury that all statements made on this application (including any attached papers) are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and /or lead to revocation of my appointment.

Signature of Applicant

Date

Indicate any other name (Last Name) by which you are or have been known. _____

Please Print