

**OBTAIN APPLICATION
FROM CIVIL
SERVICE OR ON THE WEBSITE
VETERANS CREDITS**

6. Check appropriate box to the right of each question:

- | | | |
|--|---------------------------------|--------------------------------|
| A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
| B. Did you ever resign from any employment rather than face dismissal? | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
| C. Did you ever receive a dishonorable discharge from the armed forces of the United States? | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
| D. Except for minor traffic violations and adjudications as youthful offender, wayward minor or juvenile delinquent, have you ever been convicted of any crime: (felony or misdemeanor), or are you now under charges for any offense against the law? | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
| E. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any criminal charge? | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
| F. Are you now under charges for any crime? | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |

If you answered "YES" to any of the questions above, give specifics below or on an additional sheet. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying.

10. If, for this examination, you wish to claim additional credits as an honorably discharged veteran, check the appropriate box below and answer questions A-D below:
- DISABLED WAR VETERAN
 NON-DISABLED WAR VETERAN

Answer questions A-E ONLY if you are claiming additional credits as a disabled or non-disabled veteran for the examination(s) indicated on this application.

- | | | |
|--|---------------------------------|--------------------------------|
| A. Have you ever served in the Armed Forces of the United States? (The "Armed Forces of the United States" means the Army, Navy, Marine Corps, Air Force and Coast Guard, including all components thereof and the National Guard when in the service of the United States pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes.) | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
| B. If "YES" did you receive a DISHONORABLE discharge? | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
| C. Did you serve in the Armed Forces of the United States during any of the following periods? | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |

- Dec. 7, 1941 to Dec. 31, 1946; June 27, 1950 to Jan. 31, 1955; Feb. 28, 1961 to May 7, 1975; Persian Gulf Conflict Aug. 2, 1990 to the date upon which such hostilities end.
- U.S. Public Health Service: July 29, 1945 to Sept. 2, 1945 or June 26, 1950 to July 3, 1952.
- The Armed Forces expeditionary medal, Navy expeditionary medal or Marine Corps expeditionary medal for: Hostilities in Lebanon: June 1, 1983 to Dec. 1, 1987; Hostilities in Grenada: Oct. 23, 1983 to Nov. 21, 1983; Hostilities in Panama: Dec. 20, 1989 to Jan. 31, 1990.

- | | | |
|---|---------------------------------|--------------------------------|
| D. Since January 1, 1951, have you used additional credits as a disabled or non-disabled veteran for appointment to any position in the public employment of New York State or any of its civil divisions? If yes, name agency that established list: | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
|---|---------------------------------|--------------------------------|

NOTE: 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 mis-statement 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 mis-statement or fraud.

7. Do you have a New York State Driver's License? YES NO
- Class: _____
- Date of Expiration: _____

8. Cross-Filing: If you cross-file for an exam with more than one civil service agency, you must notify each agency so that arrangements can be made for you to take a single written test for all jurisdictions for which you apply. Please indicate the names of the jurisdictions where other applications have been filed and the location where you wish to take this test. Failure to notify each agency may result in disqualification from one or more examinations in the series.

11. If you are not a citizen of the United States, do you have the legal right to accept employment in the United States? YES NO
- (Non-citizens may be required to produce I-141 or I-551 Alien Registration Cards at time of appointment.)

12. Are you an exempt volunteer firefighter? YES NO

AN EQUAL OPPORTUNITY EMPLOYER

THE NEW YORK STATE HUMAN RIGHTS LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, MARITAL STATUS, OR CRIMINAL RECORD. ACCORDINGLY, NOTHING IN THIS APPLICATION FORM SHOULD BE VIEWED AS EXPRESSING, DIRECTLY OR INDIRECTLY, ANY LIMITATION, SPECIFICATION, OR DISCRIMINATION AS TO AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, MARITAL STATUS, OR CRIMINAL RECORD IN CONNECTION WITH EMPLOYMENT.

THE IMMIGRATION CONTROL AND REFORM ACT OF 1986 REQUIRES THAT EMPLOYERS HIRE ONLY UNITED STATE CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. NEW EMPLOYEES ARE REQUIRED UNDER THE ACT TO PROVIDE PROOF OF WORK ELIGIBILITY.

9. If you are an applicant for an examination, you MUST answer the following questions required by Section 50-b of the NYS Civil Service Law.

1. Have you any loans made or guaranteed by the New York State Higher Education Services Corporation which are currently outstanding?
_____ Yes _____ No
2. If so, are you presently in default on any such loan?
_____ Yes _____ No

Please complete as fully as possible

Circle highest year completed in Grammar, Junior High, or High School

1 2 3 4 5 6 7 8 9 10 11 12

Section 15 must be completed in detail, a resume will not be accepted as a substitute but may be included with your application. Any application not completed in detail, WILL BE RETURNED AS UNACCEPTABLE.

13. **EDUCATION.** If credit is claimed for a partially completed college curriculum or correspondence course, attach a list of courses and credit or semester hours completed. Indicate how many credit hours or courses are required for graduation. If required to indicate specific course work, do so on an attached sheet. Do **NOT** send transcript unless required by announcement.

Have you graduated from high school? YES NO If Yes, Name and location of High School.

If you have a high school equivalency diploma, indicate: Issuing Governmental Authority

Number

Date of Issue

	Name of School and City in which located	Date of Attendance (Month and Year)		Day or Night	Full- or Part-Time	No. of Years Credited	Were You Graduated?	Type of Course or Major Subject	Number of College Credits Received	Type of Degree Received
		From	To							
College, University, Professional or Technical School										
Other Schools or Special Courses										

14. **LICENSES.** If a license, certificate or other authorization to practice a trade or profession is a requirement for this position to which you are applying, complete the following question. If not currently licensed, check this box:

Name of Trade or Profession	License Number	Granted by (licensing agency)	City or State of
Specialty	Date License First Issued	Registered From: (Mo./Yr.) To: (Mo./Yr.)	

15. **WORKING EXPERIENCE.** Describe in detail your previous employment. Volunteer experience should be documented. If more space is needed to describe your work experience, please attach additional sheets. **A RESUME WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR COMPLETION OF THIS SECTION.** A resume may be attached if desired. Omissions or vagueness will not be resolved in your favor.

Length of Employment From Mo. ___ Yr. ___ To Mo. ___ Yr. ___	Firm Name	Address	City and State
Exact Title	Describe Duties		
Name of Your Supervisor			
Supervisor's Title			
Final Salary			
No. of hours worked per week			
Reason for leaving			

Length of Employment From Mo. ___ Yr. ___ To Mo. ___ Yr. ___	Firm Name	Address	City and State
Exact Title	Describe Duties		
Name of Your Supervisor			
Supervisor's Title			
Final Salary			
No. of hours worked per week			
Reason for leaving			

Length of Employment From _____ To _____ Mo. ____ Yr. ____ Mo. ____ Yr. ____	Firm Name	Address	City and State
Exact Title	Describe Duties		
Name of Your Supervisor			
Supervisor's Title			
Final Salary			
No. of hours worked per week			
Reason for leaving			

Length of Employment From _____ To _____ Mo. ____ Yr. ____ Mo. ____ Yr. ____	Firm Name	Address	City and State
Exact Title	Describe Duties		
Name of Your Supervisor			
Supervisor's Title			
Final Salary			
No. of hours worked per week			
Reason for leaving			

Length of Employment From _____ To _____ Mo. ____ Yr. ____ Mo. ____ Yr. ____	Firm Name	Address	City and State
Exact Title	Describe Duties		
Name of Your Supervisor			
Supervisor's Title			
Final Salary			
No. of hours worked per week			
Reason for leaving			

16. Have you any objections to our contacting your previous or current employers?
 YES NO

Explain: _____

17. **THIS AFFIRMATION MUST BE COMPLETED**

An unsigned application will result in its disapproval.

I affirm that the statements made on the application (including any attached papers) are true under the penalties of perjury. I authorize investigation of all matters contained in this application.

 Signature of Applicant

 Date

If any additional information relative to change of name, use of an assumed name or nickname is necessary to enable a check on your work record, explain below:

BACKGROUND INVESTIGATION & FINGERPRINTING
 For original competitive and non-competitive appointments to positions which require background checks, applicants may be required to undergo a State & 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.

HIGHWAY JOB CLASSIFICATIONS

Laborer: Perform a variety of unskilled manual tasks that may require sustained medium to heavy physical effort and may involve exposure to all kinds of weather conditions. As a member of the town highway crew, a laborer may become engaged in tasks that include but are not limited to the following;

1. Clearing trash from roadways and right of ways.
2. Clearing drainage ditches of ice and other debris.
3. Performance of manual work in connection with the resurfacing of highways such as cleaning potholes and shoveling and spreading blacktop and patch.
4. Assist with the resurfacing of roadways.
5. Perform flag person duties.
6. Handling and placement of stone and rock.
7. Perform duties consistent with the interior and exterior maintenance of town buildings.
8. Operate lawn mowers and assist with clearing brush.
9. Assist with sanding, salting and snow removal from town buildings and town highways.
10. Perform all other tasks as directed by the Superintendent of Highways or his/her designee.

- Driver:**
1. Shall perform all the duties of a laborer.
 2. Operates town vehicles including,
 - a. pick up trucks
 - b. automobiles
 - c. dump trucks
 - d. snow plow
 3. Perform all other tasks as directed by the Superintendent of Highways or his/her designee.

- Equipment Operator:**
1. Performs all duties of a Laborer and Driver.
 2. Is skilled in the safe and effective operation of a minimum of any two of the following pieces of town equipment.
 - a. screening plant
 - b. loader
 - c. grader
 - d. gradall
 - e. dozer
 - f. tractor and mower
 - g. roller
 3. Performs all other duties required by the Superintendent of Highways or his/her designee.

- Mechanic:**
1. Shall have a good working knowledge of general service, repair and maintenance of all vehicles including;
 - a. passenger vehicles
 - b. pick up trucks
 - c. van trucks
 - d. dump trucks under 18,000 pounds
 2. Have the ability to make minor repairs and adjustments to heavy equipment and dump trucks over 18,000 pounds.
 3. Read and interpret service manuals for said vehicles and equipment.
 4. Perform additional duties as directed by the Superintendent of Highways or his/her designee.

EMPLOYEE APPLICANT QUALIFICATIONS

All highway employee qualifications shall apply at the time of initial hiring.

1. Must be a citizen of the United States.
2. Must be a resident of the Town of Durham. Waivers may be granted by the town board, but only to other residents of Greene County.
3. Must be physically fit, maintaining a weight to body frame ratio as described by the New York State Health Department.
4. Must complete a general physical examination and preemployment alcohol and drug testing as required by the Federal Mandated Alcohol Drug Program of the highway departments choosing at the applicants expense.
5. Must have and maintain a corrected visual acuity of 20/20 vision.
6. Must have completed 12 years of school or possess a valid New York State Board of Education approved G.E.D. equivalency diploma. This requirement may be waived by the superintendent of highways only for the position of laborer.
7. Must not have been convicted of a felony.
8. All employees must have a valid CDL license with no prior convictions within the last five years.
9. Must be appointed by the superintendent of highways or his/her designee.

