



# Port Jervis

SCHOOL DISTRICT

**Business Office**  
9 Thompson Street  
Port Jervis, New York 12771

Phone (845) 858-3100 X15537  
Fax (845) 858-3187

---

## Notice to All Applicants

- The application form must be completely filled out.
- Three letters of personal reference must be submitted with application.
- One application may be completed for multiple titles.

Examples of titles not requiring an exam:

- Automotive Mechanic
- Cleaner
- Cook Manager
- Courier
- Food Service Helper
- Groundswoker
- Laborer-Summer
- Maintenance Mechanic
- Nurse – LPN & RN
- School Monitor
- Sr. Food Service Helper
- Teacher Aide

-Applications will be kept on file for a period of one year. (Excluding applications for competitive positions)

### **After appointment:**

There is a fingerprint processing fee of \$99.00. Applicants are responsible for paying this fee. Employees will be reimbursed after having worked for the district for 30 days. (Proof of payment is required)

Instructions for fingerprinting will be provided upon appointment.



10. a. (Cont.)

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 6. U.S. Public Health Services  |                          |                          |
| July 29, 1945 - Sept. 2, 1945   | <input type="checkbox"/> | <input type="checkbox"/> |
| June 26, 1950 - July 3, 1952  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Receive the Armed Forces, Navy or Marine Corps Expeditionary Medal for Hostilities in: |                          |                          |
| Lebanon — June 1, 1983 - Dec. 1, 1987   | <input type="checkbox"/> | <input type="checkbox"/> |
| Grenada — Oct. 23, 1983 - Nov. 21, 1983   | <input type="checkbox"/> | <input type="checkbox"/> |
| Panama — Dec. 20, 1989 - Jan. 31, 1990  | <input type="checkbox"/> | <input type="checkbox"/> |

b. If "YES" enter your Date of Entry \_\_\_\_\_  
 Date of Separation \_\_\_\_\_

11. VETERANS CREDITS - Do you claim additional credits on this examination as an honorably discharged veteran?

- Yes, as a disabled war veteran
- Yes, as a non-disabled veteran
- No

12. Since January 1, 1951, have you ever used additional credits as a disabled or non-disabled veteran for appointment to any position in the public employment of New York or any of its civil divisions? YES  NO

13. Check appropriate box to right of each question.

- A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? YES  NO
- B. Did you ever resign from any employment rather than face dismissal? YES  NO
- C. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under other than honorable circumstances? YES  NO
- D. Have you ever been convicted of any crime (felony or misdemeanor)? YES  NO
- E. Are you now under charges of any crime? YES  NO
- F. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charge? YES  NO

None of the circumstances represents an automatic bar to employment. Each is considered and evaluated on individual merits in relation to the duties and responsibilities of the position(s) for which you are applying.

If you answered "YES" to any of the questions above, you may give specifics under "REMARKS". If you elect not to provide specifics, however, or if such explanation is insufficient, you may be required to submit further information.

14. A. Are you under 18 or over 70 years age? YES  NO
- B. POLICE OFFICER CANDIDATES  
 Enter date of birth: Mo. \_\_\_\_\_ Day \_\_\_\_\_ Yr. \_\_\_\_\_
- C. Are you a citizen of the United States? (Answer only if citizenship is a requirement for the position for which you are applying.) YES  NO
- D. If you are not a citizen, do you have the legal right to accept employment in the United States? YES  NO   
 Please give alien registration number \_\_\_\_\_  
 (NOTE: Citizenship is no longer a requirement for employment, except for Public Officer Positions.)
- E. Are you a retiree from New York State or any civil division thereof? YES  NO
- F. Are you an Exempt Fireman? YES  NO

For questions 16-19 you need answer only those questions which pertain to requirements listed on the announcement for the examination(s) for which you are filing or set forth in the specification for the position applied for. If in doubt, answer all questions.

16. EDUCATION. If credit is claimed for a partially completed college curriculum or correspondence course, attach a list of courses and credits or semester hours completed. Indicate how many credit hours of courses are required for graduation. DO NOT send transcript unless required by announcement. If specific courses are required, list under "REMARKS" on last page.

DO NOT WRITE IN THIS SPACE  
 TRG & Experience

Rated By \_\_\_\_\_

Checked By \_\_\_\_\_

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

Trade/Profession \_\_\_\_\_  
 License/Certificate No. \_\_\_\_\_  
 Licensing Agency \_\_\_\_\_  
 City/State \_\_\_\_\_  
 Expiration Date \_\_\_\_\_

Have you graduated from High School? YES  NO

If yes, give year graduated \_\_\_\_\_

If yes, give name and location of high school.  
 \_\_\_\_\_  
 \_\_\_\_\_

If no, give highest grade completed \_\_\_\_\_

If you have a high school equivalency diploma indicate  
issuing Government Authority

Number and/or 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 Gradu- ated?	Type of Course or Major Subject	Number of College Credits Received	Degree Received	Date of Degree
		From	To								
College University Professional or Technical School											
Other School or Special Courses											

17. Do you have a valid license to operate a motor vehicle in New York State? YES, Class \_\_\_\_\_ NO \_\_\_\_\_

18. DESCRIPTION OF EXPERIENCE: Beginning with your most recent experience, describe in detail below ALL employment that is pertinent to the position for which you are applying. You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor. If relevant volunteer (unpaid experience) is acceptable as qualifying, describe it in the same way as paid work. If you have had military service which includes experience pertinent to the position, describe such employment as a separate employment. If your title or duties changed materially in the course of your service in any one organization, show the dates of the changes and describe each job as a separate employment. Under "Duties" for each employment describe the nature of the work which you personally performed including the estimated percentage of time spent on each type of work. If you supervised a working force, state its size and nature and the extent of such supervision. (If more space is needed, attach 8 1/2 x 11 sheets of paper.)

LENGTH OF EMPLOYMENT MO YR      MO YR FROM /      TO /	FIRM NAME	ADDRESS	CITY AND STATE
	DUTIES		
TYPE OF BUSINESS			
YOUR EXACT TITLE			
NAME OF YOUR SUPERVISOR			
SUPERVISOR'S TITLE			
No. of hours worked per week (exclusive of overtime)			
LENGTH OF EMPLOYMENT MO YR      MO YR FROM /      TO /	FIRM NAME	ADDRESS	CITY AND STATE
	DUTIES		
TYPE OF BUSINESS			
YOUR EXACT TITLE			
NAME OF YOUR SUPERVISOR			
SUPERVISOR'S TITLE			
No. of hours worked per week (exclusive of overtime)			

LENGTH OF EMPLOYMENT MO YR      MO YR FROM /      TO /	FIRM NAME	ADDRESS	CITY AND STATE
DUTIES			
TYPE OF BUSINESS			
YOUR EXACT TITLE			
NAME OF YOUR SUPERVISOR			
SUPERVISOR'S TITLE			
No. of hours worked per week (exclusive of overtime)			

**INSTRUCTIONS AND INFORMATION**

**A. ANNOUNCEMENT OF EXAMINATION**

Before filling out your application, read carefully the announcement for this examination.

When completing your application, be sure to enter on page 1, the examination number which identifies the examination for which you are filing.

**B. 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 fully the announced requirements.

Depending on the time available before an 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.

Call or write this agency immediately if you do not receive a notice within three days of the date of examination informing you whether or not you are to be admitted to the examination.

**C. VETERANS CREDITS**

Persons claiming 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.

**REMARKS:**

---

---

---

---

---

---

---

---

---

---

THIS AFFIRMATION MUST BE COMPLETED: I affirm that all statements made on this application (including any attached papers) are true under the penalties of perjury. (Applicants are advised that all statements made by them in connection with their application(s) for employment are subject to investigation and verification.)

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

Please print any other surname (last name) by which you are or have been known. \_\_\_\_\_

MAIL OR DELIVER TO:  
 Port Jervis Civil Service Commission  
 14-20 Hammond Street  
 Port Jervis, New York 12771