



# Niagara County Civil Service Seasonal Employment Application

**If experience is required to qualify for the position, applicants should complete the full-length civil service employment application.**

NCCS Revised 2/1/2016

Position applying for: \_\_\_\_\_ Municipality: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial

**Is additional information relative to a change of name, use of an assumed name, or nickname necessary to enable a check on your work or school record? If yes, please provide any such additional names.** \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street (or PO Box) City State Zip Code

Residence Address: \_\_\_\_\_  
Street (P.O. Box will not be accepted, must use current home address) City State Zip Code County

Have you been a resident of Niagara County for the past one (1) month?  Yes  No

Home Telephone Number: \_\_\_\_\_ Other Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_ Social Security Number (complete): \_\_\_\_\_ -- --

Have you served in the U.S. Armed Forces on active duty?  Yes  No Dates of active service: From \_\_\_\_\_ To \_\_\_\_\_

Are you a citizen of the United States?  Yes  No If no, do you have a legal right to work in the U.S.?  Yes  No

Do you have a valid NY State Driver's License?  Yes  No If yes, what class? \_\_\_\_\_

**An answer of YES to any of the following questions does not represent an automatic bar to employment. Each case is considered and evaluated in relation to the duties and responsibilities of the position for which you are applying:**

- Were you ever dismissed from any employment for reasons other than lack of work or funds?  Yes  No \_\_\_\_\_
- Did you ever resign from any employment rather than face dismissal?  Yes  No \_\_\_\_\_
- Were you ever convicted of any violation of law other than a minor traffic violation?  Yes  No \_\_\_\_\_
- Do you currently have any criminal charges pending?  Yes  No \_\_\_\_\_
- Did you ever receive discharge from the U.S. Armed Forces which was "dishonorable?"  Yes  No \_\_\_\_\_
- Did you ever forfeit bail or bond posted to guarantee your appearance in court to answer a criminal charge?  Yes  No \_\_\_\_\_

**Provide an explanation to any of the above for which you marked "Yes."** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### For Office Use Only

Qualified:  Yes  No Conditional: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Niagara County Human Resources Department \* 111 Main Street – Suite G2 \* Lockport, NY 14094  
Phone: (716) 438-4071 \* Exam Information: (716) 439-7281 \* Web-site: [www.niagaracounty.com](http://www.niagaracounty.com)

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

**License/Certification** – Submit a copy of the license/certification with your application

Do you have a license, certification, or other authorization to practice a trade or profession?  Yes  No

Is this license/certification permanent?  Yes  No

Name of trade or profession: \_\_\_\_\_ License/Certificate Number: \_\_\_\_\_

Licensing Agency: \_\_\_\_\_ Licensed from: \_\_\_\_\_ to: \_\_\_\_\_

**High School Education**

Have you received a High School Diploma?  Yes  No Check the highest grade completed  8  9  10  11  12

If yes, provide name & location of the high school or issuing government authority: \_\_\_\_\_

If no, have you received a General Equivalency Diploma (GED)?  Yes  No Submit a Copy or Indicate # \_\_\_\_\_

**Education above high school level** – Official college transcripts must be submitted if not already on file

Name of School	Location (State)	Course or Major	Credits Completed		Type of Degree/Certificate Received
			Sem. Hrs.	Qtr. Hrs.	
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Training**

Other training you received (i.e. work training programs, Armed Forces training). Please estimate training hours received.

Course/Program	Hours
_____	_____
_____	_____

**Work History** – List your **complete** post-high school work history. Include dates, all employers, & reason for leaving. Attach additional sheets if necessary.

Have ever worked for Niagara County?  Yes  No Date: \_\_\_\_\_ Department: \_\_\_\_\_

Start Date(M/D/Y)	End Date(M/D/Y)	Employer	Reason for Leaving
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I declare that the statements made in this application (including statements made in my accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. Any false statements made are punishable as a Class A Misdemeanor under Section 210.45 of the Penal Law and may result in termination of employment. I further understand, and will otherwise submit thereto, that in accordance with existing pre-employment physical and drug testing policy, I may be required to submit to a physical examination and urinalysis test as a condition for employment. Applicants may also be required to undergo a State and 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.

\_\_\_\_\_  
Signature Date