



Glen Cove Civil Service Commission
 9 Glen Street
 Glen Cove, NY 11542

APPLICATION FOR PROMOTION EXAM

GCCS-1P (9/18)

Exam Title: _____ Exam Number: _____

Social Security #: _____

Last Name: _____ First Name: _____ M.I.: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

E-Mail Address: _____

EXAM FILING FEE: I have attached the fee.
 (See Instruction C on Back)

REQUEST FOR SPECIAL ARRANGEMENTS:
 (See Instruction E on back)

Religious Accommodation Military Disability

CANDIDATE AFFIRMATION:
 I affirm, subject to the penalties of perjury, that all statements made in this application (including statements made in accompanying papers) have been examined by me and to the best of my knowledge are true and correct.

Signature of Applicant _____ Date

Check appropriate box to the right of each question:

A. Were you ever dismissed from employment for reasons other than reduction in staff? YES NO

B. Did you ever resign from any employment rather than face dismissal? YES NO

C. Have you ever had a driver's license suspended or revoked? YES NO

D. Have you ever been convicted of any violation, misdemeanor, or felony? YES NO

E. Are there any criminal charges pending against you at this time? YES NO

If you answered "YES" to any of the above questions, you must explain in the "REMARKS" section below. If you fail to supply sufficient explanation, further information will be requested. None of the above circumstances represent an automatic bar to employment or promotion. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position(s) for which you are applying.

VETERANS' CREDITS: (See Instruction F on Back)
 If you wish to claim additional credits as an honorably discharged veteran, check the appropriate boxes below.

Disabled War Veteran (5 Points) Non-Disabled War Veteran (2.5 Points)

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 service to 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 NO

B. Did you receive a discharge which was honorable or were you released under honorable circumstances? YES NO

C. Did you serve in the Armed Forces of the United States during any of the following periods?
 U.S. Public Health Service: 7/29/45 – 12/31/46 OR 6/27/50 – 7/3/52
 12/7/41 - 12/31/46 *Lebanon: 6/1/83 – 12/1/87
 6/27/50 - 1/31/55 *Grenada: 10/23/83-11/21/83
 2/28/61 - 5/7/75 *Panama: 12/20/89 – 1/31/90
 8/2/90 – Present *Limited to those who received the Armed Forces, Navy or Marine Corps expeditionary medal.
 YES NO

D. Have you used veteran's credits for appointment to a position in N.Y. State since 1/1/51? (If so, you may not use them again.) YES NO

Remarks (Use this space to provide any additional information, as necessary. If more space is needed, attach additional sheets):

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Approved Fee: _____ Date of Permanent Appointment: _____
 Disapproved Check #: _____ Permanent Title: _____
 Conditioned Received by: _____ Seniority: _____

Instructions and Information

For more information and assistance completing this application, please call (516) 676-4814.

- A. **EXAM APPLICATION:** Before filling out your application, read the posted examination announcement carefully. **This application is part of your examination.** Answer all questions fully and carefully. Résumés will NOT be accepted in lieu of application. Print in ink or use typewriter. An incomplete application may result in disapproval. **ALL STATEMENTS ARE SUBJECT TO VERIFICATION.**
- B. **CHANGE OF ADDRESS:** Notify this agency immediately of any change of address. When writing, give the number and title of the exam. The City of Glen Cove Civil Service Office is not responsible for undeliverable mail.
- C. **EXAM FILING FEE:** Refer to the front of the exam announcement for the required filing fee. Enclose a personal check or money order for the total amount, made payable to The Glen Cove Municipal Civil Service Commission. Do NOT send cash. If your application is disapproved, the fee will NOT be refunded.
- D. **ADMISSION TO EXAM:** We review your application before the exam. We will advise you, if we need more information. However you may be admitted to the exam pending a full review of your application. If you take the exam, but your application is disapproved later, you will not receive an exam score. If your application is disapproved, we will notify you of the reason. If you do not receive an admission card three days before the exam, please call (516) 676-4814.
- E. **SPECIAL ARRANGEMENTS:** If you need special arrangements because you are a person with a disability, are requesting a military make-up exam, or need a religious accommodation you must, EITHER: (1) Check the appropriate box on the front of the application and indicate the special arrangements you require in the "REMARKS" section; OR (2) Write to the Glen Cove Civil Service Office no later than the last filing date for this exam. Your request must include the exam number and title, and type of special arrangements required.

Military Services Members: If you apply for an examination during the filing period but are on active duty on the date the examination is scheduled, you may request a military make-up examination. Contact the Glen Cove Civil Service Office at (516) 676-4814 for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten (10) days before the test date.

It is the policy of the City of Glen Cove Civil Service Commission to provide qualified persons with disabilities, an equal opportunity to participate in and receive the benefits, services, programs and activities of this Office, and to provide such persons reasonable accommodations and reasonable modifications as are necessary, to enjoy such equal opportunity, including accommodations in the examination process. Further, it is the policy of this Office to provide reasonable accommodations for religious observers.

- F. **VETERAN'S CREDITS:** Disabled or non-disabled veterans who have served on active duty during the creditable periods of war, who have been honorably discharged/released, and who are New York State residents at the time of application for examination, will be eligible for veterans credits. Eligible veterans must submit, with their application, a copy of the Honorable Discharge Form (DD-214). The copy of your DD-214 must be submitted prior to the establishment of the eligible list. Candidates currently serving in the armed forces will receive conditional veterans credit until a copy of the Honorable Discharge Form (DD-214) is submitted to the Glen Cove Civil Service Office.
- G. **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 (b), (e), and (f). Failure to provide this information may result in disapproval of the application.
- H. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and National criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

The City of Glen Cove is an Equal Opportunity/ Affirmative Action Employer

It is the policy of the City of Glen Cove to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination due to age, creed, color, national origin, gender, sexual orientation, disability, marital status, genetic predisposition or carrier status.