



COUNTY OF ROCKLAND
DEPARTMENT OF PERSONNEL

APPLICATION GUIDELINES

These guidelines have been prepared by the Department of Personnel to assist an applicant in completing the application. Please print in ink as neatly as possible as this will assist us in efficiently processing the application. Photocopies of applications are not acceptable. Any application that is not completed correctly will be returned. Thank you.

QUESTION 1: Be sure to enter the exam title, exam number or position applied for on this line. If you are submitting an application for reference, please submit with an exact title (e.g., Clerk Typist, Custodial Worker, Police Officer, etc.); or a topic (e.g., Clerk Positions, Custodial Positions, Law Enforcement Positions, etc). If you have any questions as to title/topic, please call the Department of Personnel for verification at (845)638-5200.

QUESTION 2: It is extremely important to complete all information that applies. You must enter your legal residence address including apt. #'s and rural routes. This section will be used to determine residency requirements and although you may include P.O. boxes for mailing purposes they will not be used for residency.

QUESTION 3: Enter your social security number.

QUESTION 4: If applying for any Law Enforcement position or you are under 18 years of age, you **must** include your date of birth. (e.g. Police/Patrol positions, Correction positions, etc.).

QUESTION 5: When completing this, every line and box must be filled in according to your legal residence address so that we may determine proper residency requirements. It is helpful to work from the bottom up; fill in the State you currently reside in and the amount of years and months you have lived there. Continue up and answer every line completely. In some cases there will be no Village to enter, in this instance leave the line blank. Please note that the school district refers to the district you currently reside in. For further information, please refer to the listing on the other side of these instructions.

QUESTION 6: Remember you **must** submit a separate application for each exam applied for. List any other exams that you have submitted a **separate** application for, that are being held on the same day. If taking a State or other County exam on the same day, **it is your responsibility** to notify them.

QUESTION 7: Indicate your citizen status for 7A. If not a citizen, and your answer to 7B is "yes", please make sure you include your Alien Registration number. If you are a citizen, you must leave 7B blank and answer 7A "yes". Please indicate your answers for 7C, 7D, and 7E. To be an Exempt Volunteer Fireman you must be a bona fide member of a volunteer fire department for five years and are so certified to be an exempt volunteer firefighter in accordance with Section 200 of the General Municipal Law.

QUESTION 8: For this section, only answer these questions if you are a War Time Veteran. Consult the last page of the application to see if you qualify for veteran credits. Be aware you must submit a DD-214 to this office to confirm your military information.

QUESTION 9: Indicate your need for special arrangements for testing by checking A, B, or C.

QUESTION 10: You must answer yes or no to every item in this question. If you answer yes to any of these questions, you will be sent a confidential questionnaire in order to verify your information. If you have submitted a confidential questionnaire previously, please indicate this next to the checkbox you marked “yes”.

QUESTION 11: Indicate if you have graduated High School, then the year graduated. If not enter the highest grade completed. Be sure to include the name and location of your High School. If you have a G.E.D., please enter the information requested and be sure to include the date and/or number of issue. Enter any college or special schooling that you may have. Be aware that you will need to have your colleges send sealed official transcripts **directly to this office** only if you are using schooling for the exam applied for. If you have submitted transcripts previously be sure to mark the “yes” checkbox.

QUESTION 12: Please indicate any professional licenses you may have, as well as driver’s license.

QUESTION 13: If ever employed by Rockland County or any civil division therein, please indicate this and list the dates worked.

QUESTION 14: Be sure to fill out each space completely so we may properly evaluate your experience. Complete firm name and length of employment in full. In order to be given proper credit for your work history you **must** fill out month and year started and month and year ended. You must also indicate the number of hours per week worked (e.g., per diem and as needed are not acceptable). If you run out of space for your duties, you may attach additional information. Question 14 **must** be completed; a resume **will not** be substituted for this information nor can it be used in place of the application.

QUESTION 15: If you have any remarks or extra information you may include it in this space.

DO NOT FORGET TO SIGN AND DATE YOUR APPLICATION. Make sure you write below your signature any other names by which you have been known. Be sure to fill out your application completely for proper credit. An incomplete application could be disapproved and will delay your opportunity to be admitted to the exam applied for or position you are seeking. If you have any questions, when filling out your application, feel free to call this office at (845) 638-5200.

Samples of Towns, Villages and School Districts

Towns

Clarkstown
Haverstraw
Orangetown
Ramapo
Stony Point

Villages

Airmont
Chestnut Ridge
Grandview
Haverstraw
Hillburn
Kaiser
Montebello
New Hempstead
New Square
Nyack
Piermont
Pomona
Sloatsburg
South Nyack
Spring Valley
Suffern
Upper Nyack
Wesley Hills
West Haverstraw

School Districts

Clarkstown
East Ramapo
Nanuet
North Rockland
Nyack
Pearl River
Ramapo
South Orangetown