

***GENERAL INSTRUCTIONS**

- Use this form (PE-1) only for Promotion Examinations.
- Check examination announcement for details of any additional information needed.
- Print or type answers to questions.
- You must file a separate application for each examination.
- Return to:

Jefferson County Department of Human Resources
County Office Building, 175 Arsenal Street
Watertown, NY 13601

INSTRUCTIONS FOR COMPLETING APPLICATION

Question 4-Special Accommodations in Testing- If you need special arrangements because you are a Religious Observer (for religious reasons cannot be tested on date of examination(s)), or a disabled person (require special arrangements in order to participate in the examination(s), you must EITHER:

Check the appropriate box in question 4 and indicate the special arrangements you require in the REMARKS section;

OR

Write to this office no later than the last date of filing for this examination. Your request must include examination number and title and the type of special arrangements required.

Question 5-War Time Veterans' Credits- To claim additional credits as a disabled or non-disabled Veteran for the examination listed, you **must** complete Question 5.

To be eligible for War Time Veterans' Credits you must:

A. Not have used Veterans' Credits for any appointment to a New York State or Local Government job since January 1, 1951.

B. Have an honorable discharge or release under honorable circumstances from the Armed Forces of the United States. (The "Armed Forces of the United States" means the Army, Navy, Marine Corps, Air Force, and the 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 duty basis other than active duty for training purposes.)

C. Have dates of active service during any of the following Time of War periods:

In the Armed Forces:

- Aug. 2, 1990 to the date when the **Persian Gulf hostilities** ends;
- Dec. 22, 1961 to May 7, 1975;
- June 27, 1950 to Jan. 31, 1955;
- Dec. 7, 1941 to Dec. 31, 1946;

or earned the Armed Forces, Navy, or Marine Corps expeditionary medal for service in:

- **(Panama)** Dec. 20, 1989 to Jan. 31, 1990;
- **(Lebanon)** June 1, 1983 to Dec. 1, 1987;
- **(Grenada)** Oct. 23, 1983 to Nov. 21, 1983;

or in the U.S. Public Health Service:

- June 26, 1950 to July 3, 1952;
- July 29, 1945 to Sept. 2, 1945.

D. Be a resident of New York State at the time of application for Veterans' Credits.

E. To be eligible for credits as a disabled Veteran, in addition to the above, you must be receiving payments from the Veteran's Administration for a service connected disability rated at 10% or more incurred during "Time of War".

Question 6-Qualifying Permanent Job Title- On or before the test date, you must have had permanent service in a qualifying title as specified by the examination announcement. Write the title and dates of service for the title in which you gained your qualifying experience.

Questions 8-10 These questions should be answered only if the announcement specifies that:

- A license, certification, or authorization to practice a trade or profession is required at the time of the examination or by an announced future date; or
- Educational requirements stated on the examination announcement; or
- Training or experience, including relevant experience in the private sector or public service, is a requirement.
- 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 your title or duties changed materially in the course of your service in any one organization, indicate such change clearly and as a separate employment.

IF YOU DO NOT RECEIVE YOUR NOTICE TO APPEAR for this examination three days before the date of the written test, immediately call (315) 785-3147.

Promotion Examination Application

RETURN TO: JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
 County Office Building, 175 Arsenal Street
 (on the back of this form) Watertown,
 NY 13601

*** Refer to General Instructions**

PLEASE TYPE OR PRINT

1. Exam No: _____ Exam Title: _____		5. War Time Veterans' Credits Claimed* <input type="checkbox"/> Disabled War Veteran <input type="checkbox"/> Non-Disabled War Veteran <input type="checkbox"/> I have not used Veterans' Credits for any appointment to a New York State or Local Government job since January 1, 1951.
2. Last Name _____ First Name _____ M.I. _____		
Street Address _____	City or Post Office _____ State _____ ZIP _____	6. Qualifying Permanent Job Title* Dates of Qualifying Service: From: (Mo/Yr) _____ / _____ To: (Mo/Yr) _____ / _____
3. Social Security Number _____	Home Phone _____ () _____	
4. Special Accommodations in Testing* <input type="checkbox"/> Required <input type="checkbox"/> Not Required	Business Phone _____ () _____	

REFER TO THE INSTRUCTIONS AND - *IF REQUIRED* - ANSWER THE QUESTIONS BELOW

8. Name of Trade or Profession*		License Number*	Granted by (licensing agency)*	City or State*	
Specialty*		Date Licensed First Issued*	Registered* From: (Mo./Yr.)	Date of Licensing Examination*	
9. College University Professional or Technical School*	Name of School & Location (City & State)	Degree & Date Received	Course of Study or Major	No. of Credits	Courses Required per Announcement
Graduate School					

10. Enter any additional experience or previous County service precisely as requested on exam announcement*

Department or Agency:	
Your Title:	
Employed From: (Mo/Yr) _____ / _____	
To: (Mo/Yr) _____ / _____ Hours Worked Per Week: _____	

REMARKS:

<p style="text-align: center;">FOR CIVIL SERVICE USE ONLY</p> <p>[] PD</p> <p>Date Received _____ By _____</p> <p>[] Approved [] Conditioned [] Disapproved</p>	<p style="text-align: center;">THIS AFFIRMATION MUST BE COMPLETED</p> <p>I affirm that the statements made on this application (including any attached papers) are true under the penalties of perjury.</p> <p>Signature of Applicant _____ Date _____</p> <p>Indicate any other surname (last name) by which you are or have been known.</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------