



**VILLAGE OF BROCKPORT
TEMPORARY EMPLOYMENT OPPORTUNITIES
PART TIME CLERICAL**

The Village of Brockport seeks 2 individuals to provide part time clerical assistance on a TEMPORARY basis – from late October to late December 2016.

- * Monday - Friday 15-20 hours per week in the Department of Public Works
- * Monday – Friday 15-20 hours per week in the Building/Code Enforcement Department

Education / Experience: secretarial, business, or related field. Associates Degree and public sector/municipal experience preferred. Must be personable, have a positive attitude, be a quick learner, detail oriented, able to multi-task/prioritize, & be comfortable using Microsoft Office. No Civil Service test involved. Monroe County residency not required.

\$11 per hour. No benefits. These are temporary positions, but could lead to being called back in the future in a substitute capacity for a Village Department should the need arise.

Download employment application from www.brockportny.org. Respond by mail or e-mail only with 1) cover letter to include names, titles and contact information for 3 references, 2) résumé 3) completed employment application. E-mail to: lmorelli@brockportny.org or mail to: Village of Brockport Attention: Village Clerk 49 State Street Brockport, NY 14420. State in the cover letter the department you wish to be considered for or that either would be acceptable.

The Department Heads & their Village Board liaisons will review applications & reach out the afternoon/evening of 10/20 to those they wish to interview the morning of 10/21 so they can bring forth hiring recommendations for 10/24 Village Board action for the hires to start on or before 10/31. Light training on the necessary tasks to be handled in the absence of the permanent department clerks will be provided the first week of employment.

Application deadline: Noon, Thursday, 10/20/16

By order of the Village Board 10/6/16
Leslie Ann Morelli, Brockport Village Clerk



Department of Human Resources

Monroe County, New York

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director
VILLAGE OF BROCKPORT
49 State Street
Brockport, NY 14420

Employment/Civil Service Exam Application

Rev 11/2015

For Office Use Only
Qualifying Title:
Qualifying Date:
Qualifying Dept./Jurisdiction:
Seniority Date:
Qualified Yes/No
Reviewer's Initials
Check # and Bank
Waiver
No Fee
Exam Series

Position applying for:
Name:
State any other name, assumed name or nickname, by which you are/have been known
Mailing Address:
Residence Address:
Have you been a resident of Monroe County for the past four months?
Home Telephone Number
Work Telephone Number
If applying for Police Officer, Deputy Sheriff or Firefighter positions, please indicate date of birth:

Have you served in the Armed Forces of the U.S.A.?
Veterans of the Armed Forces and Active Duty members soon to be discharged wishing to claim additional examination credits as veterans or disabled veterans must submit a form VC-1 and/or form VC-4 and a copy of their discharge papers (form DD-214) with our office.
Have you ever, since January 1, 1951, been permanently appointed or promoted in the service of NY State or any of its civil divisions from an eligible list as a result of additional veterans credits granted you on such list?

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:
Have you ever been convicted of any violation of law other than a minor traffic violation?
Do you currently have any criminal charges pending against you?
Have you ever been removed from any type of employment?
* This question refers to all crimes, violations or offenses in any jurisdiction, including Federal and military offenses, except minor traffic infractions. It also includes Juvenile Offender status convictions. You do not need to include adjudications of Juvenile Delinquency or Youthful Offender status or arrests that did not lead to a conviction.

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 may result in termination of employment or removal from Civil Service eligibility. I further understand, and will otherwise submit thereto, that in accordance with the County's pre-employment drug testing policy, I may be required to submit to a 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

Are you a citizen of the United States?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, do you have a legal right to work in the U.S.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a valid New York State Driver's License?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what class _____		
Will you accept part-time work?	<input type="checkbox"/>	<input type="checkbox"/>	Will you accept temporary work?	<input type="checkbox"/>	<input type="checkbox"/>

License/Certification

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

Name of trade or profession: _____ License/Certificate Number: _____

Licensing Agency: _____ Licensed from: _____ to: _____

Education

Have you received a High School Diploma? Yes No If no, have you received a General Equivalency Diploma (G.E.D.)? Yes No

Check the highest grade completed 8 9 10 11 12

Education above high school level

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

Training

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

Course/Program	Hours
_____	_____
_____	_____

Work Experience

Describe your employment, including military experience, beginning with your current or most recent employment. Submission of a resume does not relieve you of the responsibility for completing all sections of this application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

Starting Date _____ Ending date _____
Month/Day/Year Month/Day/Year

Name & address of current or most recent employer _____

Salary _____ Hours worked per week _____

Reason(s) for leaving _____

Your job title _____

Immediate Supervisor's name _____ Title _____ Phone _____

Description of duties _____

Work Experience (continued)

Starting Date _____ Ending date _____
Month/Day/Year Month/Day/Year

Name & address of employer _____

Salary _____ Hours worked per week _____

Reason(s) for leaving _____

Your job title _____

Immediate Supervisor's name _____ Title _____ Phone _____

Description of duties _____

Starting Date _____ Ending date _____
Month/Day/Year Month/Day/Year

Name & address of employer _____

Salary _____ Hours worked per week _____

Reason(s) for leaving _____

Your job title _____

Immediate Supervisor's name _____ Title _____ Phone _____

Description of duties _____

If you have additional work experience, please copy this page and attach additional sheets as needed. Be sure to include your name and social security number on all attachments. Volunteer experience must be documented by statement of verification from the agency representative regarding number of hours worked per week and activities performed.

Special Arrangements for Examination

If you need special arrangements because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)], or if you have a disability that requires you to have special accommodations or assistance for the completion of this application or for you to participate in an examination, you must notify this Department at 585-753-1700 or 585-753-1091 (TDD) no later than the last date of filing for this (these) examination(s). Your request must include examination number(s) and title(s) and the type of special arrangements required accompanied by all supporting documentation.

Monroe County, as an employer, does not discriminate on the basis of a disability and will make reasonable accommodations for employees with special needs, due to a disability. It is the responsibility of the applicant or employee to voluntarily disclose that they require an accommodation based on their disability.

Application Fee for Examination

If the examination announcement indicates that an application fee is required for the examination(s) for which you are applying, **you must submit the required fee for each separate examination.** The required fee amount for each examination will be listed on the announcement. Enclose a check or money order payable to the Monroe County Director of Finance with this application. **WE DO NOT ACCEPT CASH.**

Your application fee will not be refunded if you do not meet the requirements for admission to the examination. Compare your qualifications carefully to the requirements stated on the announcement and file only for those examinations for which you are clearly qualified.

Application Fee Waiver Request and Certification

Civil Service Law Section 50.5(b): "...fees shall be waived for candidates who certify to the state civil service department, a municipal commission or regional commission that they are unemployed and primarily responsible for support of a household, or are receiving public assistance."

- I am requesting that my application fee(s) be waived in accordance with Section 50.5(b) of the State Civil Service Law for the following reason(s): (check all that apply)
- I am totally unemployed **and** I am primarily responsible for the support of my household. **NOTE: Individuals who can be claimed as a dependent on any other person's tax return ARE NOT eligible for the application fee waiver as head of household.**
 - I am currently eligible for Medicaid
 - I am currently receiving Supplemental Security Income (SSI) payments
 - I am currently receiving Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) Public Assistance Case Number: _____
 - I am currently certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency (e.g. Rochester Works!)
- I am a full-time employee of Monroe County represented by CSEA Local 828, Unit 7400 at pay group 10 or below.
Job title and grade: _____
- I am represented by the Federation of Social Workers. I am employed at group 52 or below or this exam is in my career path.
Job title and grade: _____

All Fee Waiver Requests are Subject to Verification by Submission of Documentation

*****Affirmation*****

I affirm that the information given above is true and correct and that I qualify to receive an application fee waiver for the reasons indicated above. I understand that my claim for an application fee waiver may be investigated and I may be disqualified from the listed civil service examination(s) if I make any false statement regarding my eligibility for application fee waiver.

Candidate's First and Last Name (Please Print)

Candidate's Social Security Number

Candidate's Signature

Date