

GENERAL INSTRUCTIONS & INFORMATION

TOWN OF COLONIE
CIVIL SERVICE DEPARTMENT
MEMORIAL TOWN HALL
(mailing addr: PO BOX 508) (street addr: 534 Loudon Road)
NEWTONVILLE, NY 12128 (518)783-2721

INSTRUCTIONS AND INFORMATION FOR APPLICANTS: Applications can be made for general employment and/or examination for positions with the Town of Colonie. If you are applying for examination pursuant to an announcement, please click on the appropriate announcement for information. If you are applying for a general position which has not been announced, please omit references to examination and indicate area of interest. General employment applications will be held in active file for one year from date of receipt.

APPLICATIONS: Applications can be obtained in person from the Civil Service Office, by requesting (send us a stamped self-addressed legal size envelope -2 stamps if more than one appl) a particular announcement or a general application, OR via the Internet at "www.colonie.org" where applications can be downloaded from the web site for Civil Service.

EXAMINATION INFORMATION

1) Fees: Refer to the examination announcement for the required application processing fee. The required fee must accompany your application. Enclose a check or money order (no cash) made payable to the "Town of Colonie" and write the examination number(s) on your check or money order. YOU ARE URGED TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED. In the event you are disqualified, the fee will be reimbursed to you. In the event you fail to appear for the examination, no reimbursement of the fee will be made. **APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are *unemployed and primarily responsible for the support of a household*. In addition, a waiver of application fee will be allowed if you are determined eligible for *Medicaid*, or receiving *Supplemental Security Income payments*, or *Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance)* or are certified *Job Training Partnership Act/Workforce Investment Act eligible* through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification form" (in our office or on-line) and submit it with your application by the close of business on the application deadline as listed on the examination announcement.** (Such claims are subject to later verification and if not supported by appropriate documentation, are grounds for barring appointment.)

2) Unless otherwise indicated on this announcement, the candidate will complete one application for employment for each examination he/she wishes to take.

3) Applicants must answer every question on the application form relevant to the examination or position. Applications lacking required information will be disapproved. Please follow instructions for applicants.

4) Falsification of any part of the application for employment will result in disqualification and possible legal action. Inquiries may be made as to character and ability and all statements made by candidates are subject to verification.

5) Applications must be filed in the Civil Service Department no later than 4:30 PM on last filing date as noted on announcement - **or post- marked no later than one day prior to last filing date.**

6) Applicants who have submitted applications for examinations and desire to update their application can do so only during the filing period.

7) Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in this office no later than the Thursday preceding exam date. Please ask to see our policy.

8) If an emergency prevents you from appearing for examination, please notify this office no later than 4:30 PM on the Monday following the test date, (Tuesday, if Monday is a holiday) providing verifiable documentation as to the reason. The "Policy on Alternate Test Dates" will govern.

9) SPECIAL ARRANGEMENTS: Religious Observer, person with a disability, or military members: If special arrangements for testing are required, indicate this on your application form or write to this office no later than the last filing date for said examination. Your request must include examination number, title, and the type of special arrangements required.

10) CHANGE OF ADDRESS: NOTIFY THE PERSONNEL OFFICER AT THE TOWN OF COLONIE IMMEDIATELY OF ANY CHANGE OF ADDRESS. When writing, give the number and title of examination(s) you have applied for. **Failure to do so may delay correspondence and affect recruitment opportunity.**

11) ADMISSION TO EXAMINATION: Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements in the application. These statements may not be verified until after the examination has been held. Accepted candidates will be notified when and where to appear for examination. Call this office immediately if you do not receive a notice within three (3) days of the date of examination informing you whether or not you are to be admitted to the examination. Candidates not meeting the requirements will be disqualified and due notice will be sent. You may not be admitted to the examination room without official notice. Have positive photo ID available at the exam site.

12) VETERANS CREDITS: Eligible disabled, non-disabled war veterans, and *active duty members of the Armed Forces may have ten or five points, respectively, added to an earned passing score on the examination. You need not have been a New York State resident at the time of entrance into military service but you must be a Citizen of the United States, and resident of New York State at time of examination. Veterans wishing to claim additional credit on the examination must make claim when filing application. All veterans making application for additional credit must file a photocopy their discharge papers with application. A candidate who fails to establish by appropriate documentary proof, his eligibility to receive additional credit by the time an eligible list is established, shall not thereafter be granted additional credit on such eligible list. **Please request a Veterans Credit application (in our office or on-line).** You must have served in active duty in the Armed Forces of the United States (OR see the *special note regarding active duty members), at any time during the following periods:

World War II: December 7, 1941 - December 31, 1946
Commissioned Corps of the US Public Health Svcs: July 29, 1945-September 2, 1945; June 26, 1950-July 3, 1952
Korean Conflict: June 27, 1950 thru January 31, 1955
Southeast Asia Hostilities: Feb 28, 1961 thru May 7, 1975
Persian Gulf Conflict: August 2, 1990 - the date upon which such hostilities end (not yet determined)
The Armed Forces expeditionary medal, Navy expeditionary medal, or Marine corps expeditionary medal for:
Hostilities in Lebanon.....June 1, 1983 - December 1, 1987
Hostilities in Grenada....October 23, 1983 - November 21, 1983
Hostilities in Panama.....December 20, 1989 - January 31, 1990

If, since January 1, 1951 you have **used your credits in obtaining a permanent appointment or promotion** in NYS or its civil divisions, you may not "claim" again.

***Special Note to active duty members of the Armed Forces** - beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty, the right to request extra War Time Veterans Credits on civil service examinations. You must request this credit on the examination application in the appropriate space.

Note: If you are an active member of the Armed Services during the period of time for filing an application for a particular exam, or the date of the examination, you may be eligible for special considerations. Please contact the Town of Colonie Civil Service Department at (518)783-2721.

13) Changing conditions may make it advisable to certify for future vacancies at higher or lower salaries than those announced.

14) Unless specifically prohibited, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, "Spell-Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries" and any similar devices are prohibited.

15) Applications for examinations in the Town of Colonie are not valid for other Civil Service jurisdictions. If applicants apply to other jurisdictions for examinations scheduled for the same date, it is the responsibility of the applicant to advise each jurisdiction of their preference to examination location. You need to call or write to each Civil Service Agency to make arrangements within two weeks of the examination. Attach a "cross-filing" form to your application (www.colonie.org/civilservice.) Proper coordination of test booklets need to be managed. **IMPORTANT: Candidates taking both State AND local examinations scheduled for the same day WILL take all examinations at the State site.** In this instance, the candidate is responsible to make arrangements to take all your examinations at the State examination center by calling (518)474-6470 no later than two weeks before the test date.

16) The duration of the eligible lists shall be fixed for not less than one nor more than four (4) years. NOTE: The duration of eligible lists established as a result of "continuous recruitment" exams will be one (1) year only.

Weather Emergency/Exam Cancellation: Listen to your local TV/RADIO stations for information between the hours of 6:00am-8:00am on the test date.

NOTE: You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.

9/09