

## GENERAL INFORMATION

TOWN OF COLONIE  
CIVIL SERVICE ADMINISTRATION/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 by duplicating the application off our Web page (click on appropriate selection for "application").

### **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) and your social security number 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 may be reimbursed to you. In the event you fail to appear for the examination, no reimbursement of the fee will be made. An exception to the fee requirement will be made only for persons who are unemployed and primarily responsible for the support of the household, including persons receiving Supplemental Social Security payments or public assistance (Home Relief or Aid to Dependent Children) from a State or local Social Service Agency. Individuals wishing to claim this waiver of fee must certify on their application that they are receiving public assistance and must indicate the type of assistance they are receiving, the agency providing the assistance, and their case number. 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: Saturday Sabbath Observers - Handicapped Persons:** 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 photostatic copy 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.** 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:

EFFECTIVE AUGUST 1, 1991

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: December 22, 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.

**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, ("cross filing") it is the responsibility of the applicant to advise each jurisdiction of their preference to examination location. Proper coordination of test booklets need to be looked into and if needed, arrangements made for mailing such booklets to the desired test location. **IMPORTANT:** Candidates taking both State AND local examinations scheduled for the same day WILL take all examinations at the State site.

**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.

**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.

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