

Solely to help us comply with government record keeping, reporting and other legal requirements, we request that you please complete this questionnaire. This form will be removed from the general application and kept in a confidential location.

**Your cooperation is voluntary
and is much appreciated!**

AFFIRMATIVE ACTION QUESTIONNAIRE

www.dutchessny.gov

Complete for County Employment Only

Name _____ Male / Female (circle one)

Position(s) applied for _____ Date _____

How did you learn of this position? (check one)

- | | | |
|---|--|---|
| <input type="checkbox"/> EEO Office | <input type="checkbox"/> NYS Job Service | <input type="checkbox"/> Org. for the Handicapped |
| <input type="checkbox"/> Examination Hotline | <input type="checkbox"/> Ethnic Organization | <input type="checkbox"/> Veteran's Organization |
| <input type="checkbox"/> Employee Newsletter | <input type="checkbox"/> Relative or Friend | <input type="checkbox"/> Employment Agency |
| <input type="checkbox"/> Newspaper Ad | <input type="checkbox"/> County Employee | <input type="checkbox"/> Posted Announcement |
| <input type="checkbox"/> Women's Organization | <input type="checkbox"/> Professional Organization | <input type="checkbox"/> College Placement Office |
| <input type="checkbox"/> Internet Listing | <input type="checkbox"/> Other (specify): _____ | |

Please check the one which best describes your Race / Ethnicity.

If Hispanic ...

If not Hispanic ...

- | | | |
|---|--|---|
| <input type="checkbox"/> A. Mexican | <input type="checkbox"/> E. White | <input type="checkbox"/> L. Guamanian / Chamorro |
| <input type="checkbox"/> B. Puerto Rican | <input type="checkbox"/> F. African American | <input type="checkbox"/> M. Vietnamese |
| <input type="checkbox"/> C. Cuban | <input type="checkbox"/> G. Filipino | <input type="checkbox"/> N. Asian Indian |
| <input type="checkbox"/> D. Any other Spanish /
Hispanic | <input type="checkbox"/> H. American Indian (specify
tribe) _____ | <input type="checkbox"/> O. Eskimo |
| | <input type="checkbox"/> I. Japanese | <input type="checkbox"/> P. Aleut |
| | <input type="checkbox"/> J. Chinese | <input type="checkbox"/> Q. Hawaiian |
| | <input type="checkbox"/> K. Korean | <input type="checkbox"/> R. Samoan |
| | | <input type="checkbox"/> X. Other (specify) _____ |

Check any of the following that are applicable.

- Vietnam Era Veteran (December 22, 1961 to May 7, 1975)
- Disabled Veteran
- Handicapped

It is the policy of *Dutchess County* to provide equal opportunity to all employees and applicants for employment without regard to race, color, creed, national origin, age, sex, marital status or domestic violence victim status, religion, sexual orientation, medical condition, or physical or mental disability, citizenship, HIV status, handicap, predisposing genetic characteristics, arrest record, conviction record, military or veteran status. In addition, Dutchess County has an Affirmative Action Program which creates equal opportunity for all personnel to be chosen by merit and fitness, in accordance with New York State Civil Service Law.

Dutchess County General Application (see page 1 for specific instructions)

1. Title of Position _____

Exam Number(s) (if applicable) _____

www.dutchessny.gov

For Office Use Only

Approved _____
 Conditional _____
 Disapproved _____

Fee Paid _____ Waiver _____

2. Social Security Number: _____ - _____ - _____

3. Legal Address:

 Last Name First Name Initial

 Address

 City State Zip

 Day Phone Evening Phone

 Email

Mailing Address: (if different from above)

 Address

 City State Zip

4. State your permanent legal residence for each of the geographic areas below, indicating the length of continuous residence to date. Village of Wappingers Falls residents should also include town.

	Area	Yrs/Mos
School District	_____	_____
Village/Town/City	_____	_____
County of	_____	_____
State of	_____	_____

5. If you are under 18 years of age, can you provide proof of your eligibility to work? Yes _____ No _____

6. If the position you are applying for has minimum or maximum age limits (see announcement), please enter your date of birth:

Month _____ Day _____ Year _____

7. Are you currently a U.S. citizen? Yes _____ No _____

If "No", give alien registration number: _____

8. For examination purposes only:

Indicate if you desire accommodation because you

_____ ... cannot be tested on the announced exam date due to a conflict with a religious observance or practice.

_____ ... are a handicapped individual and require the following assistance or accommodations:

9. If you are serving or have served in the armed forces of the United States on a full-time active duty basis during wartime, you may be eligible to receive credits as a Disabled or Non-Disabled Veteran. (See Application for Veterans' Credits)

If you are not a Veteran, skip to question #14. If you are a Veteran, do you wish to claim Veterans' Credits? Yes _____ No _____

If yes, please complete questions 10 – 13.

10. Did you serve in the Armed Forces of the United States during any of the following periods? Yes _____ No _____

- A. December 7, 1941 to December 31, 1946
- B. June 27, 1950 to January 31, 1955
- C. February 28, 1961 to May 7, 1975
- D. August 2, 1990 to "end of such hostilities"
- E. U.S. Public Health Service: July 29, 1945 to December 31, 1946, or June 27, 1950 to July 3, 1952

11. Did you receive an expeditionary medal for any of the following conflicts? Yes _____ No _____

- A. Lebanon - June 1, 1983 to December 1, 1987
- B. Grenada - October 23, 1983 to November 21, 1983
- C. Panama - December 20, 1989 to January 31, 1990

12. Are you classified as: (Check appropriate)

- A non-disabled war veteran _____
- A disabled war veteran _____

13. Since January 1, 1951, have you used additional credits as a veteran for appointment to any position in the public employment of New York State or any of its civil divisions?

Yes _____ No _____

14. Do you possess certification as an Exempt Volunteer Firefighter?

Yes _____ No _____

15. If you have been employed by the County of Dutchess, Dutchess Community College or by any civil division therein (city, town, village, school district or special district), please state location(s) and dates:

Location: _____ Dates: _____

Dutchess County General Application

Exam Fee Waiver Request

All examinations offered by Dutchess County currently require a non-refundable processing fee. This fee will be waived in accordance with Civil Service Law Section 50.5(b) for candidates who certify they are unemployed **and** primarily responsible for the support of a household, **or** who are receiving public assistance.

Yes

No

I am unemployed, primarily responsible for the support of a household, and cannot be claimed as a dependant on another person's tax return.

I am currently receiving Supplemental Security Income (SSI) payments.

I am currently on Medicaid.

I am currently receiving Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance). Case number: _____ (must be entered)

I am currently certified for Job Training Partnership Act /Workforce Investment Act programs.

I affirm that the information I have provided is true under the possible penalties of disqualification and perjury.

Signature _____

Date _____

Affirmation and Authorization to Investigate and Release

The undersigned applicant hereby affirms that the statements made on this application and any attached papers or documents are true under the penalties of disqualification and perjury.

The undersigned applicant hereby authorizes the Department of Human Resources of the County of Dutchess or its agents to investigate matters necessary for the verification of the qualifications of the applicant. Such authorization shall include the right to examine any and all records, files, histories or other information relating to the applicant in the possession of any federal, state or municipal authority, corporation, agent or person. Furthermore, such investigation may include a criminal background investigation, which would require a fingerprint check, to determine overall suitability for employment. Failure to meet standards for the background investigation may result in disqualification. The applicant voluntarily releases from liability all persons or entities supplying or collecting such information.

Signature _____

Date _____

Dutchess County General Application (Complete in full – attaching a resume is *not* sufficient)

Name _____ Position / Exam _____

16. LICENSES

Title / Issuing Agency License Number Original Date of Issue Expiration Date

Trade / Professional _____

Driver Do you have a valid license to operate a motor vehicle in New York? Yes _____ No _____
 Endorsements _____ Class _____ Date of Expiration _____

17. EDUCATION AND SKILLS

Name / Location Dates Attended F/T or P/T # Yrs Major / Type of Course # of Crds Degree Earned / Date Awarded

College, Trade or Technical School / Special Courses / Continuing Education

High School Name of School / Issuing Agency _____
 Address _____
 Graduated? Yes _____ Indicate Equivalency Diploma Number if Applicable _____
 No _____ Indicate Last Grade Completed _____

Keyboarding Indicate typing / keyboarding experience and whether from work, training or both: _____

Computers Indicate program experience in the following types of software and whether from work or training:
 word processing _____
 spread sheet _____
 database management _____
 other _____

Languages Indicate languages other than English and general level of ability in speaking, reading and writing:

18. WORK EXPERIENCE

List most recent experience first. Attach additional sheets if necessary. **A resume is not sufficient.**
 _____ Check to indicate you do not wish your present employer to be contacted at this time.

Length of Employment Mo/Yr Mo/Yr Firm Name Address
 From To

Hours per Week _____
 Paid Unpaid
 Title _____
 Type of Business _____
 Supervisor _____
 Supervisor's Title _____

Dutchess County General Application

18. WORK EXPERIENCE (Cont'd)

(Attach additional sheets if necessary, following this format. A resume is not sufficient You must indicate months and hours worked per week to receive credit for work experience.)

Length of Employment Mo/Yr Mo/Yr From: To:	Firm Name: _____ Address: _____
Hours per Week: Paid <input type="checkbox"/> Unpaid <input type="checkbox"/> Title: _____ Type of Business: _____ Supervisor: _____ Supervisor's Title: _____	Duties (indicate % of time for each) _____ _____ _____ _____ _____
Length of Employment Mo/Yr Mo/Yr From: To:	Firm Name: _____ Address: _____
Hours per Week: Paid <input type="checkbox"/> Unpaid <input type="checkbox"/> Title: _____ Type of Business: _____ Supervisor: _____ Supervisor's Title: _____	Duties (indicate % of time for each) _____ _____ _____ _____ _____
Length of Employment Mo/Yr Mo/Yr From: To:	Firm Name: _____ Address: _____
Hours per Week: Paid <input type="checkbox"/> Unpaid <input type="checkbox"/> Title: _____ Type of Business: _____ Supervisor: _____ Supervisor's Title: _____	Duties (indicate % of time for each) _____ _____ _____ _____ _____
Length of Employment Mo/Yr Mo/Yr From: To:	Firm Name: _____ Address: _____
Hours per Week: Paid <input type="checkbox"/> Unpaid <input type="checkbox"/> Title: _____ Type of Business: _____ Supervisor: _____ Supervisor's Title: _____	Duties (indicate % of time for each) _____ _____ _____ _____ _____