

# Helpful Tips for completing an exam application

Use the appropriate application, we accommodate 2 exam types open competitive and promotional.

- **Open Competitive:** Can be taken by any individual who demonstrates that they meet the minimum educational and experience qualifications cited on the examination announcement.
- **Promotional:** Restricted to current employees who meet the service requirement and minimum qualifications as cited on the announcement.

All information on the application must be legible, the Department of Civil Service will not assume what is written on the application. If it is illegible the application will be disapproved.

**Exam title and number** must be on line #1, if either is missing the application will be disapproved. The Department of Civil Service will not assume which exam it is you are applying for.

- **Multiple exams/Cross-filing:** If you have applied to take a written exam with either one or several local jurisdictions (county, town, city) scheduled for the same date, **you must notify each local jurisdiction no later than two weeks before the test date**, so they can notify NYSDCS to determine where you will sit all the exams.

**Personal information**, it is the candidate's responsibility to ensure that the personal information provided is accurate and complete. If there is an apartment number, that information should be on the application otherwise correspondence may be returned to sender and you may not receive it in time. It is not recommended to use a business address.

If you reviewed the exam announcement and you meet the minimum qualifications to take an examination **due to your education; a copy of your degree or transcript must be submitted** along with the application and exam fee.

If you qualify **based on your experience, the duties you list in the work experience section of your application must show you meet the minimum qualifications**. The required qualifications are listed on the examination announcement. **ALL parts of the work experience must be completed, Length of Employment, To and From Date, earnings, Type of Business, your EXACT title, Average number of hours, supervisors title, supervisors name, supervisors telephone number, Company name, address, and duties**. Applications with missing information will be returned, diminishing your chances of being approved to sit the examination.

If you have a certification or specialized license, a copy of the certificate of completion or a copy of the license showing expiration date should be provided along with the completed application.

If you are a Veteran eligible for Veteran's credits a copy of your **DD214 (Member 4 Copy)** must be provided along with the completed application.

- Credits can only be used for a single, permanent appointment. However, they are not lost if they are not used, and can be claimed on applications submitted for future civil service examinations you may take.

If you have applied for a fee waiver you may be required to provide proof of your eligibility. If you selected *member in good standing of a Local Fire District or Ambulance Company*, a letter of good standing from the Fire Chief or Ambulance Company should be provided along with the completed application **& fee waiver**.