

APPLICATION FOR OPEN-COMPETITIVE EXAMINATION

Applications must be mailed to:

STATE OF NEW YORK UNIFIED COURT SYSTEM  
OFFICE OF COURT ADMINISTRATION  
P.O. BOX 30649  
New York, N.Y. 10087-0649

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS PAGE AND THE EXAMINATION ANNOUNCEMENT BEFORE FILLING OUT YOUR APPLICATION  
PLEASE PRINT CAREFULLY IN INK

1. EXAM NO.    EXAM TITLE

2. EXAM SITE SELECTION (See instructions on other side) Telephone Number (include area code) Business: Home:

3. LAST NAME  Middle Init.  FIRST NAME   
STREET ADDRESS (INCLUDE APT NO., BLDG. NO.)  CITY OR TOWN

STATE  ZIP CODE  SOCIAL SECURITY NO.

4. APPLICATION FEE: Read carefully the instructions (reverse) and the information on the announcement concerning fees, then check one:  
A. I have enclosed my application fee (\$) .....  (P)  
B. As an employee of the Unified Court System, my fee is waived .....  (U)  
C. I am requesting that the application fee be waived because I am receiving public assistance (indicate below) or am unemployed and primarily responsible for support of a household .....  (W)  
Type of Assistance \_\_\_\_\_ Providing Agency \_\_\_\_\_ Case No. \_\_\_\_\_

5. SPECIAL ARRANGEMENTS  
Check below if you desire special arrangements because you are a  
 Sabbath Observer (For religious reasons cannot be tested on Saturday.)  
If you need other special arrangements for taking the examination, please contact the Coordinator of Special Accommodations at (212) 428-2574, by the close of the filing period for the examination.

6. CITIZENSHIP:  
Are you a citizen of the United States?  Yes  No  
If no, do you have a legal right to work in the United States? Yes  No

7. VETERAN'S CREDITS (It applicable, see instructions on other side)  
If you have served in the Armed Forces, do you claim veteran's credits  
 Yes  No

8. ANSWER ALL QUESTIONS BY PLACING "X" IN THE APPROPRIATE COLUMN	YES	NO
a) Except for minor traffic offenses and adjudications as youthful offender, wayward minor or juvenile delinquent: I. Have you ever been convicted of an offense against the law?		
II. Have you ever forfeited bail or other collateral?		
III. Do you now have any criminal charges pending against you?		
b) Have you ever been dismissed from any employment for reasons other than lack of work or funds?		
c) Have you ever received a discharge from the Armed Forces that was other than honorable?		
d) Are you currently in violation of a court order in any state for child or spousal support?		

9. If answer is Yes to any questions in section 8, give details here. Attach additional sheets of paper if needed.

10 EDUCATION	NAME OF SCHOOL AND CITY IN WHICH LOCATED	Dates of Attendance from to	Did You Graduate?	No Of Credits Received	Date degree Received or Expected	Type of Degree Received	TYPE OF COURSE/ MAJOR SUBJECT
High School or Equivalency Diploma							
College, University, Professional or Technical School							
Other Schools or Special Courses							

11 EMPLOYMENT HISTORY: The examination announcement includes the minimum work experience required to compete in this test. Describe below all work experience which SHOWS that you most the " stated minimum requirements.

NAME, ADDRESS AND BUSINESS OF EMPLOYER	AVERAGE # OF HOURS PER WEEK	EMPLOYED FROM TO				TITLES & DUTIES
		MO	YR	MO	YR	

AFFIRMATION

I affirm that the statements made on this application (including any attached papers) are true. (False statements made in this application are punishable under Penal Law (§ 210.45) and may result in disqualification).

X \_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

THE STATE OF NEW YORK UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER

NOTE: If you have not received your admission notice by three days before the examination date, call (212) 428-2580.

# INSTRUCTIONS TO OPEN-COMPETITIVE CANDIDATES

READ THE FOLLOWING INSTRUCTIONS, AS WELL AS THE ANNOUNCEMENT FOR THIS EXAMINATION BEFORE FILLING OUT YOUR APPLICATION.

## EXAM SITE SELECTION (ITEM 2)

Enter the code number for your selection which corresponds to the exam center where you wish to be tested. Please be advised that not every test site is used for each examination.

01 ALBANY	21 NASSAU COUNTY	42 NYACK
06 BINGHAMTON	24 NEW YORK CITY	09 SUFFOLK COUNTY
08 BUFFALO	27 OGDENSBURG	38 SYRACUSE
11 FREDONIA	33 POUGHKEEPSIE	39 UTICA
14 HORNELL	35 ROCHESTER	41 WATERTOWN
20 MIDDLETOWN	36 SARANAC LAKE	26 WESTCHESTER COUNTY

## APPLICATION FEE (ITEM 4)

An application fee is required to apply for this examination. The amount is noted on the examination announcement. Your application must be accompanied by a money order payable to: N. Y. S. Office of Court Administration. DO NOT SEND CASH or CHECKS. The following information should be written on the money order: Applicant's name, Social Security Number, home address, title of the examination and examination number for which application is being filed. Application fees are not refundable. Compare your qualification carefully to the requirements stated on the announcement before submitting your application.

An exception to the fee requirement will be made for employees of the Unified Court System.

An exception to the fee requirement will be made also for persons receiving Supplemental Social Security payments or public assistance (Home Relief or Aid to Dependent Children), Foster Care, or are certified Job Training Partnership Act eligible through a state or local social service agency or are receiving public assistance from the New York City Department of Social Services. All claims are subject to late verification and, if not supported by appropriate documentation, are grounds for barring or rescinding an appointment. An exception will also be made to applications who are unemployed and primarily responsible for the support of a household.

## VETERANS CREDITS (ITEM 7)

To be eligible for Veterans Credits, an individual MUST:

- be a citizen or an alien lawfully admitted for permanent residence at the time of application for credits.
- be a resident of New York State at the time of applying for Veterans Credits.
- have been honorably discharged or released under honorable circumstances from the Armed Forces of the United States. (Effective January 1, 1998 active duty members of the Armed Forces may request that veterans credits be added to the passing final ratings and use those credits for appointment from the eligible list, once discharged honorably or under honorable circumstances. )

AND

- have served anywhere in the U. S. Armed Forces during one of the following dates:

World War II .....	December 7, 1941 ... to ... December 31, 1946
Korean Conflict .....	June 27, 1950 ... to ... January 31, 1955
Viet Nam Conflict .....	December 22, 1961.....To..... May 7, 1975
Persian Gulf Conflict .....	August 2, 1990 ... to ... the date upon which such hostilities end

OR

- have received the Armed Forces Expeditionary Medal, the Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal for the:

Hostilities in Lebanon .....	June 1, 1983 ... to ... December 1, 1987
Hostilities in Grenada .....	October 23, 1983 ... to ... November 21, 1983
Hostilities in Panama .....	December 20, 1989 ... to ... January 31, 1990

- In addition, the following nonmilitary service is also recognized for veterans credit:

- service in the Commissioned Corps of the U. S. Public Health Services during July 29, 1945 to September 2, 1945 or June 26, 1950 to July 3, 1952 or

- satisfactory service as a crew member aboard merchant vessels in ocean going service during December 7, 1941 to December 31, 1946.

To claim additional credits as a Disabled Veteran, an individual must, in addition to meeting all of the above requirements, be certified by the Veterans Administration as entitled to receive payments for a service-connected disability rated at ten (10) percent or more,

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