



POLICE DEPARTMENT COUNTY OF SUFFOLK, NY
ACCREDITED LAW ENFORCEMENT AGENCY
Applicant Investigations Section
Seasonal Police Officer Data Sheet
PDCS-5186

(Please Print or Type Neatly)

Full Name:			
Any other names by which I have been/are known:			
Date of Birth:		Social Security Number:	
Street Address:			
Town or Village:	State:	Zip:	County:
Mailing Address:			
Town or Village:	State:	Zip:	County:
Email Address:		Alternate Email Address:	
Cell phone #		Home phone #	
Agency/Agencies applying for: The Incorporated Village of Westhampton Beach Police Department			

Visit Us Online at www.suffolkpd.org
Crime Stoppers Confidential Tip Hotline 1-800-220-TIPS
Non-Emergencies Requiring Police Response, Dial (631) 852-COPS
30 Yaphank Avenue, Yaphank, New York 11980 – (631) 852-6000

SUFFOLK COUNTY APPLICATION FOR EMPLOYMENT OPEN-COMPETITIVE EXAMINATIONS AND NON-COMPETITIVE APPOINTMENTS

SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE/HUMAN RESOURCES

THIS IS FORM CS-205 PART A. 725 Veterans Memorial Hwy., William J. Lindsay Complex, Bldg. 158 (location)
 YOU MUST ALSO COMPLETE P.O. Box 6100 Hauppauge, NY 11788-0099 (mailing address)
 FORM CS-205 PART B. (631) 853-5500 Internet: www.suffolkcountyny.gov/Departments/Civil-Service

SUFFOLK COUNTY DOES NOT DISCRIMINATE AGAINST ANY APPLICANT BECAUSE OF RACE,
 CREED, COLOR, NATIONAL ORIGIN, HANDICAP, SEX, AGE, MARITAL STATUS OR SEXUAL PREFERENCE.

Each application must be accompanied by a Suffolk County Department of Civil Service. Please indicate the examination title and the last four digits of the applicant's social security number on the face of the check or money order. Certain applicants may be eligible for a fee waiver. See examination announcement for details. This application is part of your examination. Answer all questions fully and carefully in ink. Attach additional sheets if necessary to give detailed information. You may also apply on our Internet site.

PLEASE PRINT:

1. TITLE OF EXAMINATION													
2. LAST NAME		FIRST NAME		M.I.	SOCIAL SECURITY NUMBER								
					<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>								
MAILING ADDRESS				LEGAL ADDRESS (Not a Post Office Box)									
CITY		STATE	ZIP CODE	CITY	STATE	ZIP CODE							

3. DAYTIME TELEPHONE NUMBER (include area code)
 You may be contacted by prospective employers.
 ()

4. LEGAL RESIDENCE CODES Identify each of the districts of which you are a legal resident, not where you wish to be employed. If your legal residence changes, you must notify the Suffolk County Civil Service Department at once in writing. Complete the boxes with the correct codes for your legal residence. See last page of application for list of residence codes.

COUNTY	TOWN	SCHOOL DISTRICT	LIBRARY DISTRICT	VILLAGE
C-	T-	S-	L-	V-

5. GEOGRAPHIC ZONES
 Check one or more of the boxes below indicating the geographic zones in which you would be willing to accept an appointment. Your name will be certified only for job vacancies in the geographic zones you check.

Zone 1 Riverhead, Southold, Shelter Island, Southampton, and East Hampton Townships

Zone 2 Brookhaven Township

Zone 3 Smithtown and Islip Townships

Zone 4 Huntington and Babylon townships

6. Check appropriate box to the right of each question:

A. Have you ever been convicted of any crime (felony or misdemeanor)?
 YES NO

B. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charge?
 YES NO

C. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds?
 YES NO

D. Did you ever resign from any employment rather than face dismissal?
 YES NO

E. Did you ever receive a dishonorable discharge from the Armed Forces of the United States?
 YES NO

Successful completion of an appropriate medical examination may be required.

If you answered YES to any part of question 6 you MUST give specifics in the COMMENTS section below.

None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying. Background investigations may be conducted on all candidates considered for employment. A False statement may result in the disqualification of your application in accordance with the provisions of Section 50 of the Civil Service Law.

A candidate appointed to a vacancy in the service of Suffolk County shall be required to disclose, and a candidate appointed to any other vacancy in the civil service may be required to disclose, whether he/she is currently receiving any form of disability payment from New York State.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

THE FOLLOWING QUESTIONS ARE OPTIONAL.

7. Are you a Saturday sabbath observer who, for religious reasons only, requests permission to take this examination after sundown on Saturday?
 YES NO

If you checked YES, you will be asked to provide verification.

8. Do you need special accommodations to participate in this examination?
 YES NO

If you checked YES, please describe the type assistance you request in the COMMENTS section below.

9. COMMENTS _____

(Attach additional sheets if necessary)

CANDIDATE MUST SIGN DECLARATION ON LAST PAGE OF THIS APPLICATION

FOR APPOINTING AUTHORITY'S USE FOR PROVISIONAL AND NON-COMPETITIVE APPOINTMENTS ONLY				
DEPARTMENT OR JURISDICTION			DATE APPOINTED	
FOR CIVIL SERVICE USE ONLY				
TEST SCORE _____	NOTES _____		<input type="checkbox"/> PENDING TRANSCRIPT	ELIGIBLE
VETS CREDIT _____			<input type="checkbox"/> PENDING _____	INELIGIBLE
TOTAL SCORE _____				DATE

YOUR ELIGIBILITY TO COMPETE IN THIS EXAMINATION WILL BE DETERMINED ON THE BASIS OF YOUR ANSWERS TO QUESTIONS 10 - 13. INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.

10. EDUCATION

A. Have you graduated from senior high school? YES NO
If yes, complete name and location.

Name of school: _____

Location: _____

B. If you have a high school equivalency diploma, indicate:

_____ Issuing Authority

C. If you did **NOT** graduate from high school, circle highest school year completed:

4 5 6 7 8 9 10 11

PLEASE ATTACH A COPY OF COLLEGE TRANSCRIPTS VERIFYING ALL COLLEGE LEVEL COURSE WORK FOR WHICH YOU CLAIM CREDIT.

List each College University or Professional School Attended	Full Name of School State/City in which located	Dates of Attendance (Month and Year)	Were You Graduated?	Type of Course or Major Subject	Number of Credits Rec'd. To Date	Type of Degree Received	Date Degree Received
Technical or other Schools or Special Courses	Full Name of School State/City in which located	Dates of Attendance (Month and Year)	Type of Course or Major Subject	Number of Hours Attended	Did you successfully complete this course?		

11. DRIVER'S LICENSE: Circle the class of your New York State Motor Vehicle License: 1 2 3 4 5 6 A B C D E M

Date of Expiration _____

12. LICENSES: If a license, certificate or other authorization to practice a trade or profession is a requirement for the position for which you are applying, complete the following question:

Name of Trade or Profession	License Number	Granted by (licensing agency)	City or State
Specialty	Date License First Issued	Registered From:	To:

13. DESCRIPTION OF EXPERIENCE

Beginning with the most recent, describe below in detail **ALL** paid and volunteer employments relevant to the position sought. You are responsible for submitting an accurate and clear description of your experience. Omissions or vagueness will **NOT** be interpreted in your favor. If you have had military service which includes experience pertinent to the position(s), describe such experience as separate employment. **IF YOUR TITLE OR DUTIES CHANGED MATERIALLY IN THE COURSE OF YOUR SERVICE IN ANY ONE ORGANIZATION. INDICATE SUCH CHANGE CLEARLY AND AS A SEPARATE EMPLOYMENT.** (If more space is needed, attach 8 1/2 x 11" sheets of paper) Under "Duties" for each employment describe the nature of the work personally performed by you, **WITH ESTIMATED PERCENTAGE OF TIME SPENT ON EACH TYPE OF WORK.** State size and kind of working force, if any, supervised by you and the extent of such supervision.

ALL EXPERIENCE IS SUBJECT TO VERIFICATION.

A. LENGTH OF EMPLOYMENT MO. YR. MO. YR.	FIRM NAME	ADDRESS	CITY AND STATE
FROM / / TO / /	DUTIES:		
YOUR EXACT TITLE			
Average no. of hrs. worked per week (exclusive of overtime)	SUPERVISOR'S TITLE		
SUPERVISOR'S NAME		TELEPHONE NUMBER	

A. LENGTH OF EMPLOYMENT MO. YR. MO. YR.		FIRM NAME	ADDRESS	CITY AND STATE
FROM / /	TO / /			
TYPE OF BUSINESS		DUTIES:		
YOUR EXACT TITLE				
Average no. of hrs. worked per week (exclusive of overtime)				
SUPERVISOR'S TITLE				
		SUPERVISOR'S NAME		TELEPHONE NUMBER

A. LENGTH OF EMPLOYMENT MO. YR. MO. YR.		FIRM NAME	ADDRESS	CITY AND STATE
FROM / /	TO / /			
TYPE OF BUSINESS		DUTIES:		
YOUR EXACT TITLE				
Average no. of hrs. worked per week (exclusive of overtime)				
SUPERVISOR'S TITLE				
		SUPERVISOR'S NAME		TELEPHONE NUMBER

A. LENGTH OF EMPLOYMENT MO. YR. MO. YR.		FIRM NAME	ADDRESS	CITY AND STATE
FROM / /	TO / /			
TYPE OF BUSINESS		DUTIES:		
YOUR EXACT TITLE				
Average no. of hrs. worked per week (exclusive of overtime)				
SUPERVISOR'S TITLE				
		SUPERVISOR'S NAME		TELEPHONE NUMBER

A. LENGTH OF EMPLOYMENT MO. YR. MO. YR.		FIRM NAME	ADDRESS	CITY AND STATE
FROM / /	TO / /			
TYPE OF BUSINESS		DUTIES:		
YOUR EXACT TITLE				
Average no. of hrs. worked per week (exclusive of overtime)				
SUPERVISOR'S TITLE				
		SUPERVISOR'S NAME		TELEPHONE NUMBER

BE SURE TO SIGN THE DECLARATION ON THE LAST PAGE

**BE SURE TO SIGN THE DECLARATION AT THE BOTTOM OF THIS PAGE
UNSIGNED APPLICATIONS WILL BE DECLARED INELIGIBLE**

VETERANS' CREDITS

Veterans' credits are granted on the following basis:

DISABLED VETERANS: 10 points for Open-Competitive Exams
5 points for Promotional Exams

NON-DISABLED VETERANS: 5 points for Open-Competitive Exams
2.5 points for Promotional Exams

These additional credits, which are combined with the final score obtained in the examination, may be granted only to **PASSING CANDIDATES** at the time of establishment of the eligible list.

NON-DISABLED VETERANS

In order to be eligible for additional credits as a non-disabled veteran, you must:

1. Have served on **ACTIVE DUTY**, other than active duty for training purposes, with the Armed Forces of the United States during any of the following periods:

VIETNAM - February 28, 1961 through and including May 7, 1975
LEBANON* - June 1, 1983 through and including December 1, 1987
GRENADA* - October 23, 1983 through and including November 21, 1983
PANAMA * - December 20, 1989 through and including January 31, 1990
PERSIAN GULF - August 2, 1990 - to the end of hostilities as yet undefined

* To receive veterans' credits for service in these campaigns, an applicant must also have been the recipient of one of the following:

Armed Forces Expeditionary Medal
Navy Expeditionary Medal
Marine Corps Expeditionary Medal

2. Have been honorably discharged or released under honorable conditions from such service.

3. Submit a photocopy of separation papers (i.e. FORM DD-214 MEMBER 4 COPY) from the Armed Forces of the United States before this eligible list is established.

DISABLED VETERANS

In order to be eligible for additional credit as a disabled veteran, in addition to meeting the requirements of items 1, 2 & 3 listed above, you must also complete, FOR EACH TITLE, Form VC-3, (Authorization for Disability Record), in duplicate and forward BOTH copies immediately to the Regional Office of the United States Department of Veterans Affairs where your application for disability pension is on file. The Department of Veterans Affairs will retain a copy for its files, and will return a copy to this Department for processing. Disabled veterans must have a disability of at least ten percent (10%) certified by the Department of Veterans

IF YOU DO NOT FORWARD THE PROPER DOCUMENTATION AS OUTLINED ABOVE, YOU WILL NOT BE GRANTED VETERANS' CREDITS, ONCE THE ELIGIBLE LIST IS ESTABLISHED, VETERANS' CREDITS CANNOT BE GRANTED.

LEGAL RESIDENCE CODES -

NAME	COUNTY	CODE								
Suffolk County		C-1	Lindenhurst	V-13	Comsewogue	S-206	Riverhead	S-117	Copague	L-11
Other		C-0	Lloyd Harbor	V-14	Connetquot	S-207	Rocky Point	S-219	Deer Park	L-12
			Nissequogue	V-15	Copigue	S-305	Sachem	S-220	East Islip	L-13
			North Haven	V-16	Deer Park	S-306	Sag Harbor	S-118	Elwood	L-35
			Northport	V-17	East Hampton	S-103	Sagaponack	S-119	Half Hollow Hills	L-14
			Ocean Beach	V-18	East Islip	S-208	Sayville	S-221	Harborfields	L-15
			Old Field	V-19	East Moriches	S-209	Shelter Island	S-120	Hauppauge	L-34
			Patchogue	V-20	Eastport/South Manor	S-128	Shoreham-Wading River	S-121	Huntington	L-16
			Poquott	V-21	East Quogue	S-105	Smithtown	S-315	Islip	L-17
Babylon		T-01	Port Jefferson	V-22	Elwood	S-307	Southampton	S-122	Lindenhurst	L-18
Brookhaven		T-02	Quogue	V-23	Fire Island School	S-210	South Country	S-222	Longwood	L-21
East Hampton		T-03	Sag Harbor	V-24	Fishers Island	S-106	South Huntington	S-316	Mastic-Moriches-Shirley	L-19
Huntington		T-04	Sagaponack	V-32	Greenport	S-107	Southold	S-123	Middle Country	L-20
Islip		T-05	Saltire	V-25	Half Hollow Hills	S-308	Springs	S-124	Montauk	L-33
Riverhead		T-06	Shoreham	V-26	Hampton Bays	S-108	Three Village	S-225	North Babylon	L-22
Shelter Island		T-07	Southampton	V-27	Harborfields	S-309	Tuckahoe	S-125	North Shore	L-27
Smithtown		T-08	Village of the Branch	V-28	Hauppauge	S-211	Wainscott	S-126	Northport	L-23
Southampton		T-09	Westhampton Beach	V-29	Huntington	S-310	West Babylon	S-317	Patchogue-Medford	L-24
Southold		T-10	Westhampton Dunes	V-31	Islip	S-212	West Islip	S-226	Sachem	L-25
			Other	V-00	Kings Park	S-311	Westhampton Beach	S-127	Sayville	L-26
					Lindenhurst	S-312	William Floyd	S-227	Smithtown	L-28
					Little Flower	S-110	Wyandanch	S-318	South Huntington	L-29
					Longwood	S-214			West Babylon	L-32
					Mattituck - Cutchogue	S-111			West Islip	L-30
					Middle Country	S-213			Wyandanch	L-31
					Miller Place	S-215			Other	L-00
					Montauk	S-112				
					Babyon	S-216				
					Mt. Sinai	S-216				
					New Suffolk	S-113				
					North Babylon	S-313				
					Northport - E. Northport	S-314				
					Oysterponds	S-114				
					Patchogue-Medford	S-217				
					Port Jefferson	S-218				
					Quogue	S-115				
					Remsenberg - Speonk	S-116				

INCORPORATED VILLAGES

NAME	CODE
Amityville	V-01
Asharoken	V-02
Babylon	V-03
Belle Terre	V-04
Bellport	V-05
Brightwaters	V-06
Dering Harbor	V-07
East Hampton	V-08
Greenport	V-09
Head-of-the-Harbor	V-10
Huntington Bay	V-11
Islandia	V-30
Lake Grove	V-12

SCHOOL DISTRICTS

Amagansett	S-101
Amityville	S-301
Babyon	S-302
Bay Shore	S-201
Bayport-Blue Point	S-202
Brentwood	S-203
Bridgehampton	S-102
Center Moriches	S-204
Central Islip	S-205
Cold Spring Harbor	S-303
Commack	S-304

LIBRARIES

NAME	CODE
Amityville	L-01
Babylon Public	L-02
Bay Shore - Brightwaters	L-03
Bayport - Blue Point	L-04
Brentwood	L-05
Center Moriches	L-06
Central Islip	L-07
Commack	L-08
Comsewogue	L-09
Connetquot	L-10

DECLARATION:

I declare, subject to the penalties of perjury that the statements made in this application (including statements made in any accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. I further request and authorize any former or present employer, military records center, police, parole, and probation agencies, and former school to provide to the Suffolk County Department of Civil Service any and all information including, but not limited to information as to my character, habits, work ability, and/or education. In consideration of compliance with this request, I hereby release and discharge said institutions from any claims, liabilities, or damages.

DATE _____ X _____ SIGNATURE OF APPLICANT

State former name or any other name(s) by which you were known.