

Steps to Apply

1. Click 'apply' to download the General Employment Application. It will download as a fillable Adobe PDF.
2. Fill out each area accordingly.
*If you are a [Veteran](#), [Law Enforcement](#), [Correction](#), or [Disabled Veteran](#), please fill out a verification form to confirm your status by clicking one of the linked documents, or go to:
<http://ongov.net/employment/document-center.html> for a complete list of documents.* For more information on how to access Adobe Forms, please use one of the following: [Apple \(iOS\)](#) or [Other Desktops](#)
3. Once you have completed filling out your application, save the application to your computer. Please save the application as “Position Title-Last Name.”
Example: “Account Clerk 1-Smith”
4. After you have saved your application, click the upload button to attach your application. At this time, you may also upload a resume or reference letter(s), but it is not a requirement.
If you filled out a form to verify Veteran, Law Enforcement, Correction, or Disabled Veteran status, please upload and attach it during this step.
5. Once uploaded, you can submit your application and any other attached documents by filling out the contact information portion. Make sure to include an up to date phone number and email so that we are able to follow up with you. Both are required to correctly submit your application.

Name _____

Education: If more space is needed, attach additional sheets.	Years Completed	Graduated yes /no	Major Course of Studies	College Credits Received	Type of Degree Receive	Date Degree Received
Name of High School or Equivalency			XXXXXXXX XXXXXXXX	XXXXX XXX	XXXXX XXXXX	XXXXXX XXXXXX
Name of College, University, Professional or Technical School						
Name of Other Schools or Special Courses						

License Do you possess a license to practice a trade or profession? YES NO License/certificate# _____
 Name of trade or profession _____ Licensing Agency _____
 City/State _____ Original Issue Date _____ Expiration Date _____

Driver's License (Complete only if the position for which you are applying requires one.) Number _____
 Date of Expiration _____ Class of license _____ Endorsements _____ Restrictions _____

School Bus Driver candidates: Date of Birth: _____

Experience: You must complete this section whether or not you submit a resume. **Describe any employment, volunteer experience or military service that qualifies you for the position sought.** Duties: Describe the nature of the work with estimated % of time on each type of work. If more space is needed, attach additional sheets. **All statements are subject to verification.**

Length of Employment From Mo. Yr.	Firm Name	Address	City and State
To: Mo. Yr.	Type of Business	Your Title	Name / Title of Supervisor
Total Yrs. Mos.	DUTIES: See directions above		
Hours per week			
Reason for Leaving			
Length of Employment From Mo. Yr.	Firm Name	Address	City and State
To: Mo. Yr.	Type of Business	Your Title	Name / Title of Supervisor
Total Yrs. Mos.	DUTIES: See directions above		
Hours per week			
Reason for Leaving			
Length of Employment From Mo. Yr.	Firm Name	Address	City and State
To: Mo. Yr.	Type of Business	Your Title	Name / Title of Supervisor
Total Yrs. Mos.	DUTIES: See directions above.		
Hours per week			
Reason for Leaving			

**ONONDAGA COUNTY DEPARTMENT OF PERSONNEL
EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE**

The following information is voluntary and will be maintained confidentially.

SOCIAL SECURITY #: _____

EXAM TITLE: _____

EXAM DATE: _____

MALE

FEMALE

White/Non-Hispanic

Black

Hispanic

Asian/Pacific Islander

American Indian/Alaskan Native

Onondaga County does not discriminate because of race, creed, color, citizenship, national origin, age, sex, religion, marital status, conviction record, disability, genetic predisposition or carrier status, pregnancy, or sexual orientation. Onondaga County's programs are accessible to all as required by 45FR84.22B. If you have a disability for which you wish accommodation in visiting a county office or in receiving county services, please contact the head of the respective department or his/her representative to make arrangements. Onondaga County's Equal Employment Program and compliance with the Vocational Rehabilitation Act (Section 504) is coordinated by the County Personnel Department. NOTE: Federal law requires employers to hire only U.S. citizens or aliens with the authorization to work in the U.S. Federal Law also requires that at the time of appointment, you provide to the employer certain information, including date of birth, country of origin, right to work in the U.S., and to provide for review certain documents establishing your identity and work authorization, such as birth certificate, etc.