



TIOGA COUNTY APPLICATION POLICY

Revised 06/10/19

Please carefully read the following information regarding our application policy. If you have any questions, do not hesitate to contact the Department of Personnel & Civil Service directly – or visit our web site www.tiogacountyny.com

Applications

- Our department prefers to have candidates use the online application portal to apply for either an announced examination or a position vacancy. Applicants must submit a separate application for each examination or vacancy s/he is interested in.
- Resumes will be accepted with applications; **however**, a resume will not be used in place of an actual application.
- *It is up to the applicant to ensure s/he has detailed, on the application, how s/he meets the minimum qualifications for each examination or vacancy notice posting.* Minimum qualifications are listed on the examination announcement and/or notice of vacancy.
- Applicants must submit copies of college transcripts, diplomas, or other certifications where indicated in order for our office to properly determine qualifications.
- Applicants are able to receive notifications about upcoming exams by subscribing to email notifications. Select the "Email Notifications" tab from the online application portal to subscribe to the position categories.
- Applications may be submitted as hard copy. In those instances, applicants will be notified either by email or regular mail if the examination has been announced within six (6) months following receipt of the application. If the exam is not announced within six (6) months, the application will become inactive and sent to storage.
- Applicants who originally submitted an application exam fee waiver form at time of application and who reapply for an exam must either complete a new waiver form (if still qualifies) or submit the appropriate application fee.
- Applicants who have a change of residence address, mailing address, or name are required to submit a Change of Information Form. Failure to submit this form may jeopardize a person's status and/or standing on an eligible list

Continuous Recruitment Exams – Held on a monthly basis

- Candidates must complete a new application each time they sign up. There is a six (6) month waiting period, from date last taken, for retaking these exams.
- Unless otherwise authorized by the Personnel Department, if someone applies and is approved to participate in a CR exam but chooses not to participate (wants to wait), then the applicant must submit another application when actually interested in taking the exam. If an applicant has paid the fee for a CR exam and decides not to participate in the next available exam, s/he will be considered to have **failed to appear** for that month's CR exam and will have to reapply. Application fees are non-refundable.
- Applicants who originally submitted an exam fee waiver form at time of application and who reapply for an exam must either complete a new waiver form (if still qualifies) or submit the appropriate application fee.