



TIOGA COUNTY APPLICATION POLICY

Revised 02/05/18

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

Applications

- An applicant must submit a separate application indicating the title of position or exam applying for and the exam number, if applicable, for each exam s/he is interested in signing up for.
- 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 position or exam applying for.* Minimum qualifications are listed on the notice of vacancy and/or examination announcement. If an examination has not yet been announced (scheduled), applicants may obtain a copy of the job description which lists the minimum qualifications.
- Applicants must submit copies of college transcripts, diplomas, or other certifications where indicated in order for our office to properly determine qualifications.
- If it has been more than six (6) months since an applicant or employee has last submitted an application, then s/he will need to complete a new application for a position or examination of interest. The Personnel Department will no longer retrieve old applications beyond six (6) months from exam or employee's personnel file(s) for applicants to update.
- The Personnel Office will e-mail the examination announcement to an applicant if the examination for which s/he applied is announced within six (6) months following receipt of the application. If no e-mail address is given or if it is unreadable on the application, the information will be sent by regular mail. If the exam is not announced within six (6) months following receipt, the application will become inactive.
- Applicants who originally submitted an exam fee waiver form at time of application and who re-applies for an exam must either complete a new waiver form (if still qualifies) or submit the appropriate exam fee.

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, prior to re-taking 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 submit a new fee. Examination fees are non-refundable.
- Applicants who originally submitted an exam fee waiver form at time of application and who re-applies for an exam must either complete a new waiver form (if still qualifies) or submit the appropriate exam fee.