

GENERAL INSTRUCTIONS

APPLICATION FORMS: May be obtained and filed with the Civil Service Commission located at One Locks Plaza, Lockport, New York 14094. One application must be filed for each examination. They must be received in this office by the last filing date.

CANDIDATES NOTE: You are responsible for completing all sections of the official application. Be very specific in explaining experience that will qualify you for the position sought. Any ambiguity and vagueness will not be resolved in your favor. Each separate sheet attached to the application must be signed.

ADMISSION NOTICE: Accepted candidates will be notified in advance as to the time, place and date of the test, You may not be admitted without an admission notice. If you have not received your notice to appear for the written exam three days before the date of the exam please call 439-6659.

SATURDAY SABBATH OBSERVERS AND/OR PHYSICALLY HANDICAPPED PERSONS: If special arrangements are necessary for testing indicate this on your application.

APPLYING FOR CIVIL SERVICE EXAMS IN MULTIPLE JURISDICTIONS: If you applied for both STATE and LOCAL government exams, you MUST make arrangements to take all exams with the STATE EXAM CENTER. If you have applied for other local

exams, you must contact each jurisdiction. The City of Lockport requires a written request. You must notify all jurisdictions at which test site you will be taking your exams.

CALCULATOR'S: Unless otherwise notified, candidates are allowed to use **quiet, hand-held, solar or battery powered calculators.** Devices with typewriter keyboards, spell-checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. Use of books and other reference material is prohibited.

VETERANS: Veterans or disabled Veterans who are eligible for additional credit must submit an application for Veteran's Credits with their application for examination or at any time between the dates of application for examination and the date of the establishment of the resulting eligible list. Applications for Veteran's Credits are available from this office. Disabled and non-disabled Veteran's as defined in Section 85, of the New York State Civil Service Law, will have ten (10) or five (5) points, respectively added to their earned scores if successful in the examination.

ADDITIONAL CREDIT TO CHILDREN OF FIREFIGHTERS & POLICE OFFICERS: In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an

additional **TEN (10)** points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of **TWO (2)** months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

This examination will be prepared and rated in accordance with Section 23(c) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

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.

IN CASE OF A WEATHER EMERGENCY: Please tune in to local radio station WLVL 1340.