

**GUIDELINES FOR THE SUBMISSION OF APPLICATIONS FOR NON-
EXAMINATION EMPLOYMENT OPPORTUNITIES**

- A **separate** application and cover sheet must be submitted by the appointing authority for each application submitted.
- The application must be filled out in its entirety. If any of the fields are blank or incomplete, the application cannot be approved.
- Employment history **must include** accurate dates of employment, hours worked per week, and description of duties.
- The application must be **signed and dated**.
- Former names must be provided, specifically for titles requiring submission of transcripts.
- For positions requiring special licenses and/or certification, copies of such documents must be included with the application.
- Submitter should review application for accuracy as well as minimum qualifications on job specification to ensure candidates meet them.
- The application must be approved before the candidate is placed on the payroll and can begin working.
- If you are submitting a revised application, please do not submit this cover sheet. Indicate in your subject line of email “revised application” and email to RCExams@co.rockland.ny.us