



CLINTON COUNTY DEPARTMENT OF PERSONNEL

137 Margaret Street, Suite 212, Plattsburgh, NY 12901

Personnel Director

Alan Gibson

Phone 565-4676

Fax 565-4679

Email-gibsona@co.clinton.ny.us

TO: Clinton County Department of Personnel

RE: Use of Application on File for Appointment

I, _____, residing at _____,
_____, in the County of _____,

for _____ continuous days, months, years and would like to use my approved application on file
(circle one above)

for the title of _____, for a new appointment to the
title of _____ in the following agency: _____.

- I have reviewed the position description for this appointment (clintoncountygov.com) and have attached documentation or additional information, as necessary, to show I meet the minimum qualifications.
- Under penalties of perjury, I affirm that all information concerning my exempt volunteer firefighter status, veteran status, citizenship, arrests and convictions, dismissal from employment, and discharge from the Armed Forces listed on my application on file is current and accurate.
- I affirm the information provided in this memo including all attachments is current and accurate.
- I am providing the following updated information for this appointment and affirm it is true and accurate:

Signature

Today's Date

TO BE COMPLETED BY PERSONNEL DEPARTMENT

- Verified current job specification and determined applicant meets minimum qualifications.
- Verified applicant meets Clinton County Residency for thirty (30) days immediately preceding appointment date, unless the Director has waived or reduced residency requirements.
- Verified application on file and re-approved (initialed/dated) application.