



Tonawanda Civil Service Commission
 200 Niagara St.
 Tonawanda, NY 14150

Returning Employee Alternative Application

TSCS (1/19)

Employee's Name:	Social Security Number:
Title:	Status: <input type="checkbox"/> Seasonal <input type="checkbox"/> Part-time

By signing this form I acknowledge that:

- I am signing this form in lieu of filling out a new application for a position that is similar to one that I have held in the past, as an application for this position is already on file for me.
- The information on my most recent application for this position is accurate (ie. no change in address or phone number, no new arrests or terminations, etc.).
- Any certifications and/or licenses required for the position for which I'm being considered, must be attached.
- I have the option of enrolling in the New York State Retirement System, and if I want to enroll or withdraw my current enrollment in the retirement system, I need to file an application with the Treasurer's Office.
- I have documentation on file with the Civil Service Office stating that I am legally employable (actual document must be presented to the Civil Service Office for inspection).
- I am not entitled to any benefits (other than the right to join the retirement system) and hereby waive claim to such benefits;
- If this position is part-time, I have been restricted in the number hours per week I can work, said hours being NO MORE THAN 20 HOURS PER WEEK.
- If this position is seasonal, I have been restricted in duration of my employment from April 15th to December 31st.

Dates that you will be unavailable: _____

Earliest full-time starting date: _____ Last available working date: _____

I have received a copy of this form, read the information and consent to a current background check.

 Signature of Employee Date

Please provide your current contact information:

Street: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

Phone Number: _____

<i>Civil Service Use Only:</i>		
<input type="checkbox"/> <i>Approved</i>	<input type="checkbox"/> <i>Rejected</i>	<input type="checkbox"/> <i>Cond.</i>