

**CITY OF NEW HAVEN CIVIL SERVICE
APPLICATION FOR PREFERENCE POINTS – CITY OF NEW HAVEN DOMICILED**

A person domiciled in the City of New Haven may have 10 points added to his or her passing score on an open competitive examination. In order to qualify for preference points in accordance with Civil Service Rules and Regulations, the Civil Service Division of the City of New Haven Department of Human Resources requires that you provide irrefutable evidence to substantiate that you were domiciled in the City of New Haven at the time of the announcement of the open competitive exam to which you request to have the residency points applied.

As the intention of the applicable Civil Service Rule is to give those domiciled in the City of New Haven preference points on open competitive examinations, the Personnel Director is authorized to require proof that an applicant meet all the conditions of domiciliary status set forth above.

For the purpose of this Application for Preference Points, “**DOMICILED**” is defined as “*that place where an individual has his or her true, fixed, and permanent home and principal establishment, and to which whenever he or she is absent, he or she has the intention of returning. The permanent residence of a person or the place to which he or she intends to return even though he or she may actually reside elsewhere.*”

You are required to complete and submit this form at the time of submitting your T & E examination. You must follow all instructions and answer all questions listed on this form. You must provide copies of the items proving you are domiciled in the City of New Haven as instructed in this form, and you must be prepared to submit any additional documentation as the Personnel Director may require. Application for preference points will not be honored without proof. In the case of insufficient proof, your application for preference points will be rejected.

NOTE: *The applicant bears the burden to show legal domicile. The information and responses you provide on this form are subject to verification by the Civil Service Division. Any false or misleading statements will result in immediate disqualification or dismissal if hired.*

Please note that these points will only be added to passing scores and applied up to the maximum score on a scale of one-hundred (100) points. The passing score for any civil service examination is 70%.

YOU MUST COMPLETE THE FOLLOWING SECTION:

Title of Open Competitive Exam You Applied For: _____
(PLEASE PRINT)

Name of Applicant: _____
(PLEASE PRINT)

I, _____, hereby attest that I am a bona fide resident of the City of New
(Name of Applicant)

Haven, who as of the date of the announcement of the open competitive examination indicated above, was domiciled within the City of New Haven at the address shown below.

(APPLICANT ADDRESS)

I have been domiciled at the above address since: ____/____/____
Mo. Day Year

I have been domiciled in New Haven since: ____/____/____
Mo. Day Year

LIVING ARRANGEMENT

YOU MUST CHECK ONE (1) OPTION THAT APPLIES TO YOU:

☐ I own and I am domiciled at the address shown above.

☐ I rent and I am domiciled at the address shown above. My Landlord's address and telephone number is:

(Name and Address of Landlord)

(Landlord Phone Number)

☐ I do not own or rent at the address shown above. The following explains my current living arrangement:
(Explain) _____

Eligibility: You must submit copies of a minimum of 3 items to show you are domiciled within the City of New Haven.

YOU MUST CHECK ONE (1) OPTION THAT APPLIES TO YOU IN EACH SECTION BELOW.

PICTURE IDENTIFICATION - Evidence to substantiate my claim for preference points is provided as follows:

YOU MUST CHECK ONE (1) OPTION THAT APPLIES TO YOU:

- ☐ I have an Elm City Resident Card and **I am still domiciled at the address shown on my Elm City Resident Card.** I have attached a copy to this form. I understand I still need to supply two (2) more items proving my domicile.
- ☐ I have an unexpired driver's license and **I am still domiciled at the address shown on my unexpired driver's license.** I have attached a copy to this form. I understand I still need to supply two (2) more items proving my domicile.
- ☐ I have a valid picture ID and **I am still domiciled at the address shown on my valid picture ID** I have attached a copy to this form. I understand I still need to supply two (2) more items proving my domicile.
- ☐ I have a valid picture **ID that does not show my current address.** I have attached a copy to this form. I understand I need to supply three (3) more items proving my domicile.

ADDITIONAL ITEMS PROVING DOMICILE - Evidence to substantiate my claim for preference points is provided as follows:

YOU MUST CHECK ONE (1) OPTION THAT APPLIES TO YOU:

- ☐ **I checked-off above that I am providing Picture Identification showing the address where I am currently domiciled. Attached are copies of two (2) items such as** current utility bills (gas, electric, etc) other bills (insurance, credit card, etc.), or other official business mail (bank statements, etc.) that I have received within the last 60 days.
- ☐ **I checked-off above that the Picture Identification that I am providing does not show the address where I am currently domiciled. Attached are copies of three (3) items such as** current utility bills (gas, electric, etc) other bills (insurance, credit card, etc.), or other official business mail (bank statements, etc.) that I have received within the last 60 days.

Note: (Bills or other material you have received in the mail and want to submit as proof of domicile cannot be more than two (2) months old. Submitted copies must clearly show name, address and date on item you are submitting. You may blacken out information such as account numbers, etc. Personal hand-written mail IS NOT ACCEPTED)

Applicants, who are unable to provide proof of domicile, are not eligible to apply for Preference Points.

Attach this form to the copies of the items you indicated above to prove residency. Photocopies of a total of three (3) items are required and all three (3) items must show your name and address.

Special Note

This form and the items for verification of domicile must be submitted with your examination. You cannot apply for preference points for the open competitive exam indicated on this form after submitting your examination.

PLEASE READ CAREFULLY BEFORE SIGNING BELOW

I hereby certify that ALL statements made by me on this Application for Preference Points are true, complete and correct; that the address listed above is my domicile as of the date of the job announcement for the position to which I am testing; and that I currently live at this address on a continuous basis. I understand and agree that if I provide false or inaccurate information regarding my domicile, I will be subject to immediate disqualification, removal of my name from the Eligibility list, or dismissal if employed, and to such other penalties prescribed by law. I hereby request ten (10) points be added to my final passing score. I understand that preference points will be added to my final score if I pass the examination with a score of 70% or higher, and that the ten (10) points will be added only up to the maximum score of 100%.

Signature

Date

Office Use Only: Accepted _____

Rejected _____