

CROSSFILER APPLICATION - SCHENECTADY COUNTY

620 STATE STREET, 2ND FLOOR
SCHENECTADY, NY 12305
(518) 388-4233 PHONE - (518) 388-4235 FAX

INSTRUCTIONS:

1. Only candidates who have filed applications for examinations in different civil service agencies (agencies in addition to Schenectady County) scheduled for the same examination date must complete and return this form. **This form should not be used if the candidate is taking multiple examinations administered by Schenectady County.**
2. A separate employment application must be completed for each examination, along with the appropriate fee.
3. Employment applications and CROSS-FILER forms should be filed individually with each civil service agency where the examination is located.
4. The CROSS-FILER form must be returned to Schenectady County Human Resources with your completed application for examination(s).

NAME _____ SSN: _____

ADDRESS _____

PHONE NUMBER _____

DATE OF EXAMINATION _____

PLEASE LIST THE TEST SITE WHERE YOU WOULD LIKE TO TAKE THE EXAMINATION (IF LOCAL GOVERNMENT ONLY -NOT STATE EXAM*):

LIST ALL EXAMINATION NUMBERS, TITLES, AND LOCATIONS FOR WHICH THE CANDIDATE HAS APPLIED:

<u>EXAM NUMBER</u>	<u>TITLE</u>	<u>CIVIL SERVICE AGENCY</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*IF YOU HAVE APPLIED FOR **BOTH STATE AND LOCAL GOVERNMENT** EXAMINATIONS, YOU MUST MAKE ARRANGEMENTS TO TAKE ALL YOUR EXAMINATIONS AT A STATE EXAMINATION CENTER BY COMPLETING THIS FORM AT LEAST TWO WEEKS BEFORE THE TEST DATE AND WE WILL NOTIFY NEW YORK STATE CIVIL SERVICE OF YOUR INTENT.