

WASHINGTON COUNTY DEPARTMENT OF PERSONNEL

383 Broadway

Fort Edward, New York 12828

Phone: 518-746-2250 FAX: 518-746-2169

Hours: Monday through Friday 8:30AM – 4:30PM

www.co.washington.ny.us

CROSS-FILE APPLICATION

INSTRUCTIONS:

1. Only candidates who have filed applications for examinations in different civil service agencies (in addition to Washington County) scheduled for the same examination date must complete and return this form. ***This form is not required if the candidate is taking multiple examinations administered by the Washington County Department of Personnel.***
2. A separate application must be filed for each examination, along with the appropriate filing fee. The applications should be filed individually with each civil service agency where the examination is posted. Each application must include the examination number assigned by the civil service agency.
3. The completed Cross-File Application must be returned to the Washington County Personnel Department no less than 14 days prior to the date of the scheduled examination(s).

<u>Print Name (Last, First, MI)</u>	<u>Social Security Number</u>

Examination Date: _____

List all examinations **including those with Washington County:**

Examination Title	Exam #	Civil Service Agency

Please list the civil service agency where you would like to take the above exams. *NOTE: If taking a NYS exam, all exams must be taken at a State examination center.*

It is the candidate's responsibility to make examination preparations with each civil service agency to which they have applied for exams scheduled on the same date. Candidates taking multiple exams on the same day must bring the admission notices for each civil service agency to the examination site on the day of the exam. It is the candidate's responsibility to insure that all examination numbers are on their answer sheet.

Applicant Signature

Date

This form may be delivered in person, mailed to the above address or faxed to (518)746-2169.

<http://www.co.washington.ny.us>