



## SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorraine Johnson  
Personnel Officer

### CROSSFILING FOR EXAMS

You may crossfile between civil service jurisdictions when they are giving exams on the same date. Your scores will be reported to each of the jurisdictions in which you have crossfiled.

#### **To Crossfile:**

1. File an application and crossfiling form with each jurisdiction where you wish to take exams. Your application must be approved or conditionally approved according to the minimum qualifications of each jurisdiction.
2. Notify each jurisdiction where you plan to sit for the exam.
3. Each jurisdiction will send you an admission letter for each exam. Please bring all admission letters with you to the exam.

Return this notification to Schuyler County Civil Service two weeks prior to the date of examination.

**Exam Date:** \_\_\_\_\_

#### **Jurisdictions you are crossfiled with:**

	<u>Name of Agency</u>	<u>Exam Number</u>	<u>Title of Examination</u>
1.	<u>Schuyler County</u>	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

**Location at which you will take exam:** \_\_\_\_\_

**Note: If you are taking a NYS exam, you must sit at the New York State exam site.**

Applicant's Name Printed	Social Security Number
Address	Phone Number
Signature: _____ Date: _____	