Department of Human Resources and Civil Service Commission
County Office Building, 2nd Floor, 160 Genesee Street, Auburn, NY 13021
Website: www.cayugacounty.us/civilservice Telephone: (315) 253-1284

CAYUGA COUNTY CROSS-FILING FORM

Attach one form securely to each Cayuga County Civil Service exam application.

CROSS-FILING INSTRUCTIONS:

LOCAL-TO-LOCAL: If you have applied for other local government exams, call or write to each civil service agency to make arrangements no later than **two weeks** before the date of the exams. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your exams.

LOCAL-TO-STATE: If you have applied for both State and local government exams, you must notify the local civil service agency(ies) of your intent to take both a State and a local government exam. When taking both a State and a local government exam, you will be required to take all of your exams at a State examination center. You will be advised by letter when and where to report for your exams.

APPLICANT'S NAME: _____ _____ _____
Last Name **First Name** **M.I.**

SOCIAL SECURITY NUMBER: ___ ___ ___ - ___ ___ - ___ ___ ___ ___

CAYUGA COUNTY'S EXAM NUMBER: _____

CAYUGA COUNTY'S EXAM TITLE: _____

List below all exams you are scheduled to take on the same day (OTHER THAN Cayuga County's exam):

Exam Number	Exam Title	Jurisdiction (OTHER THAN Cayuga County)

Note: If you are scheduled to take a New York State exam on the same day, you must sit at their designated test site.

I would like to take all exams at the following jurisdiction's test site: _____

X_____ _____
SIGNATURE OF APPLICANT DATE SIGNED

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