

STEUBEN COUNTY



DEPARTMENT OF PERSONNEL & CIVIL SERVICE
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CROSS-FILING FOR EXAMS

You may cross-file 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 cross-filed.

To Cross-file:

- 1. File an application and cross-filing 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 Steuben County Civil Service no later than two weeks prior to the date of examination.

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

Jurisdictions you are cross-filed with:

Table with 3 columns: Name of Agency, Exam Number, Title of Examination. Rows 1-5 for listing jurisdictions.

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.

Form with fields for Applicant's Name (print), Social Security Number, Address, Phone Number, Signature, and Date.