Oswego County Human Resources Department

46 East Bridge Street, Oswego, NY 13126
Phone: (315) 349-8209 Fax: (315) 349-8254
Email: humanresources@oswegocounty.com Web: www.oswegocounty.com/humanresources

CROSS FILER NOTIFICATION FORM

COMPLETE IF APPLYING FOR CIVIL SERVICE EXAMINATIONS ON THE SAME TEST DATE FOR MORE THAN ONE CITY, COUNTY OR *STATE CIVIL SERVICE AGENCY.

If you have applied to take examinations with more than one Local government (City or County), you must make arrangements to take all your examinations at one test site. You must make your request for these arrangements no later than two weeks before the date of the examination. You must notify all agencies with which you have filed an application of the test site at which you wish to take your examination(s).

For Oswego County examinations, complete this form and send to Oswego County Human Resources Department, 46 East Bridge Street, Oswego, NY 13126 or FAX to (315) 349-8254 or CALL (315) 349-8209.

* If you have applied for both State and Local government examinations, you must take all your examinations at the State examination site. You must notify the local government civil service agencies with whom you have filed an application of your intent to take both a State and Local exam on the same day no later than two weeks before the test date. You will be advised by letter when and where to report for your examinations. You must bring all admission letters for all exams with you to the State site.

(Please print or type)

EXAM DATE:_____

SOCIAL SECURITY NUMBER: _____

NAME: _____

ADDRESS: _____

LOCATION WHERE YOU WISH TO TAKE EXAM: _____

ALL EXAMINATION NUMBERS, TITLES AND LOCATIONS FOR WHICH YOU HAVE APPLIED:

EXAM NUMBER	TITLE	LOCATION