HERKIMER COUNTY PERSONNEL DEPARTMENT
109 Mary Street, Suite 1304, Herkimer, NY 13350

CROSS-FILER FORM

INSTRUCTIONS:

1. Only candidates who have filed applications for examinations in different civil service agencies (agencies in addition to Herkimer County) scheduled for the same examination date must complete and return this form. ***This form should not be used if the candidate is taking multiple examinations administered by Herkimer County Personnel.***

2. A separate employment application must be completed for each examination, along with the appropriate filing fee. The employment applications and Cross-Filer form should be filed individually with each civil service agency where the examination is located.

3. The Cross-Filer Form must be returned to Herkimer County Personnel with your completed application for examination(s).

_____ _____
(Print Legibly) Name (Last, First & Middle Initial) **Social Security Number**

Address: _____

Examination Date: _____

List all examinations you have filed for including those with Herkimer County Personnel.

Examination Title	Exam #	Civil Service Agency

Please list the civil service agency where you would like to take the above examinations:

_____

*If you are taking a NYS exam, you MUST take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations.

It is the candidate's responsibility to make examination preparations with each civil service agency to which they have applied for examinations scheduled on the same date. Candidates taking multiple examinations on the same day must bring the admission notices for each civil service agency to the examination site on the date of the examination. It is the candidate's responsibility to insure that all the examination numbers are on their answer sheet to enable your score to be reported to each of the jurisdictions in which you have cross-filed.

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Applicant Signature **Date** **Daytime Telephone #**

Revised August 2012