

Franklin County Personnel/Civil Service Department
 355 W. Main Street, Suite 428
 Malone, NY 12953
 Phone: (518) 481-1676 Fax: (518) 483-2340
 Office Hours: Monday through Friday 8 A.M. - 4 P.M.

CROSS-FILER APPLICATION

Instructions:

1. Only candidates who have filed examination/employment applications for examinations in different civil service agencies (agencies in addition to Franklin 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 the Franklin County Personnel/Civil Service Department.
2. A separate examination/employment application must be completed for each examination, along with the appropriate filing fee, even if the examination is for the same position in multiple civil service agencies (for example Police Officer). The examination/employment applications should be filed individually with each civil service agency where the examination is posted. Each application must include the examination number assigned by the civil service agency.
3. The Cross-Filer Application must be returned to the Franklin County Personnel/Civil Service Department **no later than fourteen days prior to the date of the scheduled examination(s).**

Name (Last, First, MI)	SSN

Examination Date: _____

List all examinations you have signed up for including those with Franklin County (List Franklin County exam(s) first) :

Examination Title	Exam Number	Civil Service Agency

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

_____ (If taking a State exam, you must take **ALL** exams at the State site, you **must** still complete this form to inform our office you are taking a State exam on the same date as the Fr. Cty. Exam.)

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 admissions 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(s).

Applicant's Signature

Date

Mail or bring this application to the address above.