



ALBANY COUNTY DEPARTMENT OF CIVIL SERVICE
 112 STATE ST, ROOM 900 - ALBANY, NY 12207
 PHONE: 518-447-7770 FAX: 518-447-5586
 REGULAR HOURS MONDAY THROUGH FRIDAY 8:30 A.M. - 4:30 P.M.
www.albanycounty.com

CROSS-FILE APPLICATION

Instructions:

1. Only candidates who have filed employment applications for examinations in different civil service agencies (agencies in addition to the County of Albany) 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 Albany County Department of Civil Service.*
2. A separate 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 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-File Application must be returned to the Albany County Civil Service no later than fourteen days prior to the date of the scheduled examination(s).

Name (Last, First, I):	SSN:
E-mail Address:	Phone Number:

Examination Date: _____

List all examinations **including those with Albany County** and agencies within Albany County:

Examination Name	Exam #	Civil Service Agency
		Albany County

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

_____ (If taking a NYS exam, you must take **all** exams at the State site.)

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.

Applicant Signature

Date

Mail application to above address or fax it to 447-5586.