

VALERIE M. NUGENT Director of Human Resources Civil Service Labor Relations ALESA M. MAGUIRE Human Resources Associate DEPARTMENT OF HUMAN RESOURCES 175 Arsenal Street Watertown, NY 13601 315-785-3147 www.co.jefferson.ny.us VALERIE R. VALLONE Human Resources Specialist KARRIE E. COUNTRYMAN Human Resources Assistant TODD M. CAUFIELD County Safety Officer

JEFFERSON COUNTY CROSS FILER NOTIFICATION

COMPLETE IF APPLYING FOR MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

In order to notify Jefferson County - Send this completed form to Jefferson County Department of Human Resources 175 Arsenal St. Watertown, NY 13601 OR FAX 315-785-5052.

(Please print)		
EXAM DATE:	NAME:	
ADDRESS:		
LAST 4 DIGITS OF	YOUR SOCIAL SECURITY#:	
LOCATION WHERE	E YOU WISH TO TAKE EXAM:	
ALL EXAMINATION EXAM NUMBER	I NUMBERS, TITLES AND LOCATIONS F	OR WHICH YOU HAVE APPLIED: LOCATION