

CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES
3 N. ERIE STREET GERACE OFFICE BUILDING
MAYVILLE , NY 14757
PHONE: (716) 753-4237 FAX: (716) 753-4686
REGULAR HOURS: MONDAY THROUGH FRIDAY 8:30AM – 4:30PM
www.chqgov.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 Chautauqua) 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 Chautauqua County Department of Human Resources.***
2. A separate employment application must be completed for each examination, along with the appropriate filing fee. The employment applications and Cross-File form should be filed individually with each civil service agency where the examination is located.
3. ***The Cross-File Application must be returned to the Chautauqua County Human Resources no later than 2 weeks prior to the date of the scheduled examination(s).***

Name (Last, First & Middle Initial)	Social Security Number

Examination Date: _____

List all examinations including those with Chautauqua County.

Examination Title	Exam #	Civil Services Agency

Please list the civil service agency where you would like to take the above Examinations. _____
 (If 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.

Applicant Signature

Date