

SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES
 40 McMASTER STREET
 BALLSTON SPA, NY 12020
 PHONE: 518-885-2225 FAX: 518-884-4752
 REGULAR HOURS: MONDAY THROUGH FRIDAY 8:00AM – 5:00PM
www.saratogacountyny.gov

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 Saratoga) scheduled for the same examination date must complete this form. ***This form should not be used if the candidate is taking multiple examinations administered by the Saratoga County Department of Human Resources.***

2. A separate application must be completed for each examination, along with the appropriate filing fee. The 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 Saratoga County Human Resources Department no later than fourteen days 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 Saratoga County.

Examination Title	Exam #	Civil Service 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 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 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.

 Applicant Signature

 Date

Mail application to above address or fax it to 518-884-4752.

11/15,12/16