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DEPARTMENT OF HUMAN RESOURCES
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VALERIE R. VALLONE
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Human Resources Assistant

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 YOU WISH TO TAKE EXAM:_____

ALL EXAMINATION NUMBERS, TITLES AND LOCATIONS FOR WHICH YOU HAVE APPLIED:

EXAM NUMBER	TITLE	LOCATION