

COUNTY OF TIOGA
DEPARTMENT OF PERSONNEL AND CIVIL SERVICE

56 Main St., Owego, NY 13827 Phone: (607) 687-8494 Fax: (607) 223-7074



Bethany B. O'Rourke
Personnel Officer

Linn Jorgensen
Civil Service Administrator

MULTIPLE EXAM NOTICE FORM

Information and Instructions:

If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other Local government jurisdiction (excluding New York City), you must make arrangements to take all the examinations at one test site. ***You must make your request for these arrangements no later than two weeks before the date of examinations.*** You must notify all local government agencies that you have filed an application with of the test site at which you wish to take your examination. Failure to provide proper notification will jeopardize your ability to take the examination(s).

If you have applied for both State and Local government examinations, you **must** make arrangements to take all your examinations at the State examination center by notifying the Tioga County Department of Personnel & Civil Service by **calling (607) 687-8207**, no later than **two** weeks before the test date.

List the other jurisdiction(s) and exam information with which you are taking examinations.

	<u>JURISDICTION</u>	<u>EXAM TITLE AND NUMBER</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

Indicate the JURISDICTION with who you will appear for your examinations:

*** JURISDICTION:** _____

*** Failure to appear at the location you have indicated above may prohibit you from taking the examination(s) elsewhere.**

NAME: _____ **SS#:** _____

MAILING ADDRESS: _____

Please note: It is the *applicant's responsibility* to ensure that all applications, required fees, and notice of multiple examination form(s) have been submitted to the individual agency in accordance with exam announcement deadlines. Any Admission Notices received as a result of applying for these examinations should be taken with you to the exam site you wish to be tested. Present all Admission Notices to the monitor on the day of exam.

Return this form along with your application to the Tioga County Civil Service Office, 56 Main Street, Owego, NY 13827