



Tompkins County Department of Human Resources

125 East Court Street, Ithaca, NY 14850 | P: (607) 274-5526 | F: (607) 274-5401 | www.TompkinsCountyNY.gov

Inclusion through Diversity

CROSSFILING FOR EXAMS

You may crossfile between civil service jurisdictions when they are giving the same exam on the same date. Your score from the exam will be reported to each of the jurisdictions in which you have crossfiled.

To Crossfile

- (a) File an application and crossfiling form with each jurisdiction in which you are interested. To be eligible for the exams, your applications must be conditionally approved per the minimum qualifications of those jurisdictions.
- (b) Be sure to let each jurisdiction know where you plan to sit for the exam. If you are taking a NY State exam, you *must* sit at the NY State exam site.
- (c) You will receive Admission letters from each jurisdiction in which you filed an application. You *must* bring those letters with you to the exam.

CROSSFILER NOTIFICATION

EXAM DATE: _____

NAME: _____

SOCIAL SECURITY NUMBER: _____

LOCATION AT WHICH YOU WILL TAKE EXAM: _____

EXAM NUMBERS, TITLES, AND LOCATIONS FOR WHICH YOU ARE CROSSFILING:

| <u>EXAM NUMBER</u> | <u>TITLE</u> | <u>LOCATION</u> |
|--------------------|--------------|-----------------|
| _____ | _____ | _____ |
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