



TOWN OF COLONIE

Civil Service Department

Memorial Town Hall
P.O. Box 508
Newtonville, New York 12128

Phone (518) 783-2721 Fax (518) 783-2802
Service by Facsimile Not Accepted
Equal Opportunity Employer

Paula A. Mahan
Town Supervisor

Michael M. Burick
Personnel Officer

CROSS-FILING FORM*

(Attach this form securely to your Civil Service Application)

Exam Title: _____ Exam #: _____

Applicant's Name: _____ Soc Sec No: ____/____/_____
(Print) Last Name First Name M.I.

*If you are "cross-filing" with other jurisdictions (taking more than one exam on the same day), give specifics below. It is your responsibility to ensure that you have filed an application with each individual agency, and that all agencies are made aware of the test site at which you prefer to take the exams. **Note: If you have applied for BOTH State and local government examinations, you must notify the Town of Colonie of your intent to take both a State and local government examination promptly and no later than 2 weeks prior to the test date. Requests received after this date may not be granted. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.**

Exam Number	Exam Title	Jurisdiction
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I would like to take all exams at the following test site: _____

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.

X _____
Applicant Signature Date signed