



## CROSS FILER NOTIFICATION FORM

### City of Rome Civil Service Commission

198 North Washington Street / Rome, New York 13440 Phone: (315) 339-7609 / Fax: (315) 339-7674

[www.romenewyork.com](http://www.romenewyork.com)

If you have submitted an application to take a City of Rome civil service examination and have also applied or plan to take a civil service exam with another civil service agency **that will be given on the same date** as the City of Rome's civil service exam, then a cross-filer notification form will need to be submitted with your City of Rome exam application. You will also need to complete and submit a similar cross-filer notification form to each of the civil service agencies where you have applied.

EXAMPLE: You are applying to take the City of Rome's examination for "Police Officer" that will be given on November 19 and you intend to take the "Police Officer" exam for the City of Utica and City of Oneida that will also be given on November 19. You must submit this cross-filer notification with your City of Rome application.

If you have applied to take a NYS STATE civil service exam and a City of Rome civil service examination that will be given on the same date as the NYS STATE exam, you are required to make arrangements to take both the City of Rome's exam and the NYS STATE exam at the NYS STATE designated testing site.

PLEASE PRINT CLEARLY !

NAME OF CANDIDATE: \_\_\_\_\_

CITY OF ROME EXAMINATION TITLE: \_\_\_\_\_

DATE OF EXAMINATION: \_\_\_\_\_

YOUR SOCIAL SECURITY NUMBER: \_\_\_\_\_

LIST EACH OF THE EXAM NUMBERS, EXAMINATION TITLES AND THE CORRESPONDING CIVIL SERVICE AGENCY GIVING THE EXAM.

EXAM NUMBER	EXAMINATION TITLE	NAME OF CIVIL SERVICE AGENCY

I WILL BE TAKING ALL OF THE ABOVE EXAMS AT: ( **SELECT ONE** )

☐ CITY OF ROME / ☐ CITY OF UTICA / ☐ CITY OF ONEIDA / ☐ CITY OF SHERRILL / ☐ CITY OF ROCHESTER  
☐ ONEIDA COUNTY / ☐ ONONDAGA COUNTY / ☐ STATE OF NEW YORK → ALL NEW YORK STATE EXAMINATIONS MUST BE TAKEN AT THE NEW YORK STATE DESIGNATED EXAMINATION SITE.

OTHER: \_\_\_\_\_  
( ENTER THE NAME OF THE COUNTY OR CITY CIVIL SERVICE AGENCY )

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE CITY OF ROME CIVIL SERVICE OFFICE AT (315) 339-7609.