

PAUL ELDRIDGE  
Personnel Director



SUSAN O'ROURKE  
Senior Coordinator of Examinations &  
Transactions

Date: \_\_\_\_\_

To whom it may concern:

I have filed to take the following Civil Service Examinations administered by different jurisdictions on the same date of \_\_\_\_\_

| Examination No. | Title | Jurisdiction (County, City, NYS) |
|-----------------|-------|----------------------------------|
|                 |       |                                  |
|                 |       |                                  |
|                 |       |                                  |
|                 |       |                                  |

I am requesting that I be allowed to sit for these examinations in

\_\_\_\_\_ Jurisdiction (County, City, NYS)

My contact information is:

|                          |                     |         |
|--------------------------|---------------------|---------|
| NUMBER AND STREET, APT # | CITY OR TOWN, STATE | ZIPCODE |
| DAYTIME                  | CELL PHONE          | EVENING |

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Social Security #

**PUTNAM COUNTY PERSONNEL DEPARTMENT**  
110 Old Route Six, Building #3,  
Carmel, New York 10512  
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[www.putnamcountyny.com/personnel](http://www.putnamcountyny.com/personnel)