

PAUL ELDRIDGE  
Personnel Officer



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  
Tel: (845) 808-1650  
[www.putnamcountyny.com/personnel](http://www.putnamcountyny.com/personnel)