

CIVIL SERVICE COMMISSION
OF THE CITY OF ROCHESTER
30 CHURCH STREET, RM 103-A
ROCHESTER, NEW YORK 14614
Fax # (585) 428-6651

TYPING PERFORMANCE TEST WAIVER APPLICATION

Candidates may apply for a waiver of the typing performance portion of a civil service examination if they have received a passing score in a typing performance test at or above the rate stated in the examination announcement **within four (4) years** of the date of the announced written portion of the examination. The typing performance test must have been administered by the New York State Department of Civil Service, the Rochester Civil Service Commission, or any other approved agency/jurisdiction. In the case of agencies/jurisdiction administering tests other than those developed by the New York State Department of Civil Service or the Rochester Civil Service Commission, performance tests must be comparable in content and administration. Comparability will be determined by the Rochester Civil Service Commission. Candidates must submit this form along with written documentation describing the content and administration of the test from the jurisdiction/agency that administered the test (if the test was **NOT** administered by the City of Rochester) by the exam application deadline as stated on the examination announcement.

PLEASE FILL IN ALL INFORMATION REQUESTED

I am requesting a waiver of the typing performance test for:

TITLE OF EXAMINATION

EXAMINATION NUMBER

due to my previous typing performance in the examination for

TITLE OF EXAMINATION

given on _____

DATE

by _____

AGENCY/JURISDICTION

SIGNATURE

SOCIAL SECURITY NUMBER

DATE