

WARREN COUNTY CIVIL SERVICE ALTERNATE TEST DATE REQUEST FORM

TO: Warren County Civil Service Administration

FROM: _____

RE: Alternate Test Date Request

DATE: _____

I would like to request an alternate test date for Exam # _____

Exam Title: _____, which is scheduled to be held on _____.

I am unable to take the test on the scheduled date because:

I am attaching documentation to substantiate my request.

The alternate test date will be the Monday following the exam date. The Personnel Officer may approve a later date in exceptional cases.

SIGNATURE

DATE