ORANGE COUNTY DEPARTMENT OF HUMAN RESOURCES

REQUEST FOR WAIVER OF PERFORMANCE EXAMINATION FORM

I. IDENTIFYING INFORMATION: Please fill in all information requested in Part I.

NAME: _____ DATE: _____

ADDRESS: _____ SS #: _____

TITLE & NUMBER OF EXAM: _____

II. STATEMENT OF QUALIFYING TEST WAIVER CONDITIONS: Please complete either "A", "B" or "C".

A. ( ) I presently hold a permanent civil service title within Orange County Government, or it's political subdivisions, for which keyboarding experience is a required qualification or for which a comparable test is required.

_____ _____

NAME OF EMPLOYER/AGENCY PERMANENT CIVIL SERVICE TITLE

B. ( ) I have demonstrated my ability within four (4) years of the date of the written test by passing a comparable performance test administered by the Orange County Department of Human Resources.

_____

DATE OF PERFORMANCE TEST

C. ( ) I have demonstrated my ability within four (4) years of the date of the written test by passing a comparable performance test given under the direction of a federal, state or other local department of government, a high school, a BOCES, a college, a commercial or secretarial school, and/or other acceptable authority. **Acceptable authority must complete the certification below.**

CERTIFICATION OF ACCEPTABLE AUTHORITY

Name of Acceptable Authority: _____ Date of Test: _____

Address of Acceptable Authority: _____

I hereby certify, under the penalty of perjury, that the above named individual has performed as indicated below in a performance test administered under the direction of this institution, and that all information contained herein is to the best of my knowledge accurate and true.

Keyboarding at _____ words per minute Number of Errors _____ in a _____ Minute Test

_____ _____

OFFICIAL'S SIGNATURE PRINT NAME

_____ _____

TITLE DATE

ORANGE COUNTY DEPARTMENT OF HUMAN RESOURCES USE ONLY:

( ) Keyboarding Waived at ____ WPM ( ) Waiver Denied (see below)

Waiver Denied-Reason: _____

_____ _____ _____

OFFICIAL SIGNATURE TITLE DATE

01/11/2011