



# COMMONWEALTH JOB VACANCY BID FORM

## INSTRUCTIONS

Carefully read all information and instructions on the Vacancy Announcement. Print a copy of this form, type or handwrite all information required and submit a signed and dated copy of this form with all the required documentation. ALL REQUIRED DOCUMENTS SHOULD BE RECEIVED NO LATER THAN THE CLOSE OF BUSINESS ON THE POSTING CLOSING DATE.

## CIVIL SERVICE

APPLICANTS APPLYING FOR CIVIL SERVICE POSITIONS MUST:

- Carefully read the Vacancy Announcement to determine IF you must: 1) submit a completed notarized Civil Service Application; 2) an Unqualified Recommendation for Promotion (SCSC-5223); 3) the latest annual or probationary Employee Performance Review (EPR); 4) Meritorious Service and Seniority as defined in the Vacancy Announcement; 5) be a resident of Pennsylvania, unless otherwise stated and 6) meet the Minimum Experience and Training Requirements (METs) and any Necessary Special Requirements for the job.

## NON-CIVIL SERVICE

APPLICANTS APPLYING FOR NON-CIVIL SERVICE POSITIONS MUST:

- Submit a Non-Civil Service Personal Data Sheet and typed Resume.
- Meet the Minimum Experience and Training Requirements and any Necessary Special Requirements for the job as indicated on the Vacancy Announcement.

## REQUIRED BIDDING INFORMATION FOR ALL POSITIONS

### BIDDING INFORMATION (Please Print)

Vacant Position Class Title:

Vacant Position Number:

Beginning Posting Date:

Closing Posting Date:

Vacant Position Location:

### EMPLOYEE INFORMATION (Please Print)

Employee Name:

\*Employee Number:

Current Class Title:

Current Agency and Work Unit:

Current Work Address:

E-Mail Address  
(Work or Home):

Current Home Address:

Current Home Telephone:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Work Number

\_\_\_\_\_  
Date

\*If you do not know your Employee Number, please refer to your pay statement or ask your timekeeper.