



UNION BID FORM/MANAGEMENT APPLICATION SUPPLEMENT FORM

GENERAL INSTRUCTIONS

Please read the following instructions before completing the reverse side of this form.

A separate form (P-329) is **REQUIRED** for each Vacancy Announcement. If multiple vacancies are listed on a single Vacancy Announcement, only one application package is required.

To be considered valid, this form **MUST** be signed and dated during the open posting period, and **RECEIVED OR U.S. POSTMARKED** by the closing date of the posting period along with the required documents. (Applicants using the Interoffice Mail System must allow sufficient time to be received by the closing date.) Forms not properly completed or received as specified will **NOT** be considered.

You must ensure your submission includes sufficient detail of time periods, experience, and qualifications to show that you meet the Minimum Experience and Training Qualifications listed on the Vacancy Announcement. If the information you provide is not detailed enough to show that you meet these requirements, you will be considered **NOT QUALIFIED** regardless of whether you possess the necessary qualifications.

INSTRUCTIONS FOR NON-CIVIL SERVICE POSITIONS

NON-ENTRANCE LEVEL POSITIONS - EMPLOYEES WITH SENIORITY RIGHTS

(Seniority rights apply to permanent employees in the designated next lower class within the seniority unit.) Resumes are requested of all applicants in the interest of uniformity; however, employees with promotional rights are not required to submit resumes and failure to submit one will not have an impact on your seniority rights. Employees with seniority rights **MUST** submit the Union Bid/Management Application Supplement Form. If there is any doubt as to whether you have seniority rights, you are advised to submit this form and a resume.

NON-ENTRANCE LEVEL POSITIONS - EMPLOYEES WITHOUT SENIORITY RIGHTS

(No seniority rights if you are not a permanent employee in the designated next lower class within the seniority unit.) This form **MUST** be completed and accompanied by a resume.

ENTRANCE LEVEL, MANAGEMENT LEVEL, AND SENIOR MANAGEMENT SERVICE POSITIONS

This form **MUST** be completed and accompanied by a resume.

INSTRUCTIONS FOR CIVIL SERVICE POSITIONS

ENTRANCE LEVEL, NON-ENTRANCE LEVEL, AND MANAGEMENT LEVEL POSITIONS

This form **MUST** be completed and accompanied by a completed and signed Civil Service application, SCSC-1, along with any other documents noted in the Vacancy Announcements.

NOTE: Individuals who are not employed by the Commonwealth or Commonwealth employees who are Non-Civil Service can only be considered for Civil Service positions when appointable from Civil Service lists as a result of testing.

Place an "X" in the appropriate box

- Union Bid Form
- Management Application Supplement Form

Vacancy Information

Organization Name (Bureau/District/County)	
Job Title	
Position Number (From Vacancy Announcement)	
Posting Dates	

Employee Information

Name		
Personnel Number		
Are you currently a Commonwealth employee?	<input type="checkbox"/> No <input type="checkbox"/> Yes - List Agency:	
If you are currently a PennDOT employee, provide organization.		
Current Job Title		Indicate your employment status: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary
Daytime Phone Number		

Employee Signature

Date

Have you done the following:

- Completed, signed, and dated this form?
- Attached a resume (Non-Civil Service Positions) or a Civil Service Application (Civil Service Positions)?

Please return bid packets to:

RA-PDBidBox@pa.gov

or

Department of Transportation
 Human Resources C&P Division
 P O Box 3789
 Harrisburg, PA 17105-3789