POSITION VACANCY INTEREST FORM

This form must be signed, dated and postmarked on or before the closing date on the Job Posting, along with the necessary materials listed in the "How to Apply" section of the Job Posting.

VACANCY INFORMATION

JOB TITLE: _____ LOCATION: _____

POSITION NUMBER: _____ ANNOUNCEMENT NUMBER: _____

ARE YOU CURRENTLY ON THE CIVIL SERVICE LIST FOR THIS JOB TITLE? ☐ YES ☐ NO

EMPLOYEE INFORMATION

NAME: _____

CURRENT JOB TITLE: _____ LAST FOUR DIGITS OF SSN: _____

EMPLOYEE NUMBER: _____ CURRENT AGENCY/LOCATION: _____

DAYTIME PHONE NUMBER: _____ EMAIL ADDRESS: _____

***This email may be used to contact you regarding this position**

ARE YOU A CURRENT OR FORMER COMMONWEALTH EMPLOYEE UNDER THE GOVERNOR'S JURISDICTION? ☐ YES ☐ NO

APPLICANT SIGNATURE: _____ DATE: _____

FOR HUMAN RESOURCE USE ONLY

CURRENT JOB TITLE _____ PAY GROUP _____ SENIORITY DAYS _____

TYPE OF EMPLOYMENT

☐ CIVIL SERVICE ☐ NON CIVIL SERVICE

APPLICANT IS ELIGIBLE AND APPOINTABLE FOR:

☐ PROMOTION/PROMOTION WITHOUT EXAM (PWOE)
☐ DEMOTION
☐ REINSTATEMENT
☐ LATERAL TRANSFER/REASSIGNMENT
☐ OTHER: _____

COMMENTS: _____

_____
_____
_____
_____
_____

QUESTIONS SHOULD BE REFERRED TO:

NAME: _____

PHONE: _____

EMAIL: _____

CIVIL SERVICE (CS) STATUS

☐ REGULAR ☐ PROBATIONARY

APPLICANT IS NOT APPOINTABLE BECAUSE:

☐ DOES NOT APPEAR TO MEET THE METS BASED ON THE INFORMATION PROVIDED
☐ DOES NOT MEET THE RECRUITMENT METHODS ON THE POSTING
☐ DOES NOT MEET THE SPECIAL REQUIREMENTS ON THE POSTING
☐ IS NOT CURRENTLY EMPLOYED WITHIN THE ESTABLISHED SENIORITY UNIT
☐ IS NOT CURRENTLY EMPLOYED IN THE NEXT LOWER CLASS
☐ DOES NOT HAVE ONE YEAR IN THE NEXT LOWER CLASS AS REQUIRED BY PWOE
☐ DID NOT SUBMIT BID WITHIN THE ESTABLISHED POSTING PERIOD
☐ CAN ONLY BE ELIGIBLE FOR REINSTATEMENT TO A CLASS AT THE SAME OR LOWER PAY GROUP FOR WHICH REGULAR CIVIL SERVICE STATUS WAS HELD
☐ DOES NOT CURRENTLY HOLD CIVIL SERVICE STATUS
☐ IS NOT A CURRENT OR FORMER COMMONWEALTH EMPLOYEE (SEE ATTACHED FOR "HOW TO APPLY")
☐ OTHER: _____

"The Commonwealth of Pennsylvania is proud to be an Equal Opportunity Employer supporting workforce diversity"