

# PENNSYLVANIA DEPARTMENT OF CORRECTIONS

## HOW TO APPLY

**Civil Service Jobs:** Visit the State Civil Service Commission (SCSC) website at [www.scsc.state.pa.us](http://www.scsc.state.pa.us); go to the “Job Seekers” icon to bring up a listing of job categories. Select a category for an alphabetical listing of job titles within that category. Select the number to the left of the job title to see a detailed test announcement that provides information concerning job requirements, pay, and job opportunities.

To complete an application on-line or print a hard copy application, go to the “Job Seekers” icon, select “General Information” and select “Civil Service Application”. For most job titles you can apply online which allows you to schedule a date and time that is convenient for you. The “How to Apply” section of the test announcement will guide you. If you cannot apply online, print and complete the application and application supplement (if applicable), and mail to the SCSC address indicated on page iii of the SCSC “Instructions for the Application for Employment/Promotion”.

The SCSC publishes brochures for associate’s, bachelor’s, and master’s degree graduates. These brochures can be found under “Job Seekers”, and select “State and Local Government Career Opportunities”, and “Job Opportunities for Graduates”. Open the booklet to review job titles and minimum requirements specific to your interest and degree.

**Non-Civil Service Jobs:** Visit the Office of Administration, Bureau of State Employment (BSE) website at [www.employment.pa.gov](http://www.employment.pa.gov). Select the “Apply Now” tab and select “apply now through this web site” to enter job title search criteria. To identify positions specific to the Department of Corrections enter “Corrections” as your keyword. You can then select the position to access a description of work, required experience, salary, benefits, etc. Select “Apply” to “create an account” or if you have an account enter your username and password to continue with the application process. *NOTE: All applications must be submitted on-line. Paper applications will no longer be accepted by BSE.*

Are you interested in a Community Corrections Center Monitor position? If so, send your resume to the location where you are seeking employment. For exact locations throughout the Commonwealth visit the Department of Corrections (DOC) website at [www.cor.state.pa.us](http://www.cor.state.pa.us) and select Community Corrections.

For additional employment information:

Website: [www.cor.state.pa.us](http://www.cor.state.pa.us) and select “DOC Employment”

E-mail: [ra-DOCJOBS@pa.gov](mailto:ra-DOCJOBS@pa.gov)

Phone: 717-728-5357

“The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workforce diversity.”