



Staffing Services Division
651 Boas Street, Room 1418
Harrisburg, PA 17121-0750

**VACANCY APPLICATION/
BIDDING REQUEST**
(PLEASE PRINT OR TYPE)

Check this box to receive a response on your eligibility.

Completed forms and any additional required documents should be forwarded to the address listed in the "How to Apply" section on the Job Vacancy Announcement.

Failure to adhere to the application instructions on the Job Vacancy Announcement will result in you NOT being considered for the vacancy.

Vacant Position #:		Announcement #:	
Vacant Position Class Title:			
Employee Name:			
Address:			
Employee #:		Email Address:	
Work Phone #:		Home Phone #:	
Commonwealth of PA Employee? <input type="checkbox"/> Former <input type="checkbox"/> Current			

_____	_____
Applicant Signature	Date

FOR HUMAN RESOURCES USE ONLY

You are **ELIGIBLE** to interview for this position as indicated:

Seniority Unit Bidder (bidding employee in the next lower class within the designated seniority unit)

Seniority Unit Lateral Transfer (movement to the same class title within the designated seniority unit)

You are **ELIGIBLE** to interview for this position as indicated within this section provided the collective bargaining unit obligations have been met. Managers may then choose to interview from any or all of these available legal hiring options.

Promotion Without Exam Voluntary Demotion

Lateral Transfer Reinstatement

Reassignment Promotion Non-Civil Service

NOTE: This pertains to job posting applications ONLY. You may also be considered through civil service lists provided you took the examination.

Based on the documents provided, you are **NOT ELIGIBLE** to interview for this position because:

You are not currently employed within the established seniority unit OR the recruitment area for this vacancy.

You are not currently employed in the "next-lower-classification".

You do not have one year in the next lower classification(s), as required for Promotion Without Examination.

Based upon the information provided in your application materials, it does not appear that you meet the Minimum Experience and Training requirements. (The State Civil Service Commission has final authority for determination of a candidate's qualifications for a job classification.)

You do not meet the "meritorious service" criteria as required for Promotion Without Examination.

Your bid was not received within the established posting period.

You may only be considered for Reinstatement to a classification/position at the same or lower Pay Group for which you held regular civil service status.

Bidding is limited to individuals with civil service status.

You are not a current/previous Commonwealth of Pennsylvania employee.

You failed to provide: L&I Bid Form Employee Performance Review SCSC Application

Other _____