



JOB BID FORM

Equal Opportunity Employer

Please attach any additional documents listed in the "How to Apply" section of the Vacancy Announcement

VACANT POSITION NUMBER:	ANNOUNCEMENT NUMBER:
VACANT POSITION CLASS TITLE	CURRENT / FORMER CLASS TITLE
NAME:	EMPLOYEE NUMBER:
E-MAIL ADDRESS:	WORK PHONE NUMBER:
HOME PHONE NUMBER:	ARE YOU A FORMER COMMONWEALTH OF PENNSYLVANIA EMPLOYEE? <input type="checkbox"/> Yes <input type="checkbox"/> No
CURRENT STATUS: <input type="checkbox"/> Regular <input type="checkbox"/> Probationary <input type="checkbox"/> Wage <input type="checkbox"/> Non-Civil Service	EPR: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Non-Satisfactory
ADDRESS:	
SIGNATURE:	
_____	_____
Applicant Signature	Date

FOR HUMAN RESOURCES USE ONLY

YOU MAY BE ELIGIBLE BASED UPON THIS APPLICATION, AS INDICATED BELOW: (YOU MAY ALSO BE ELIGIBLE THROUGH CIVIL SERVICE LISTS)

- | | |
|---|---|
| <input type="checkbox"/> Seniority Provisions of a Contract | <input type="checkbox"/> Voluntary Demotion |
| <input type="checkbox"/> Promotion Without Examination | <input type="checkbox"/> Reinstatement |
| <input type="checkbox"/> Lateral Transfer | <input type="checkbox"/> Reassignment |

Note: Managers may interview from any or all of the available legal hiring options.

BASED ON THIS APPLICATION, YOU ARE NOT ELIGIBLE FOR THIS POSITION BECAUSE:

- Your name has been referred to the interviewer and you will be contacted for an interview.
- Your bid was not received within the established posting period.
- You do not meet the minimum experience and training requirements.
- You are not currently employed within the established seniority-unit or the recruitment area for this vacancy.
- Another employee holds contractual rights to this position.
- You are not currently employed in the "next-lower-classification."
- You are not a current/previous Commonwealth of Pennsylvania employee.
- Bidding is limited to individuals with Civil Service Status.
- You may only be considered for reinstatement to a position in the same or comparable class for which you held regular Civil Service Status.
- You do not have one-year in the next lower classification, as required for Promotion without Examination.
- You do not meet the "meritorious service" criteria as required for Promotion without Examination.
- You may only be considered for reinstatement to a position at the same or lower Pay Group as the class for which you held regular civil service status.
- Other _____

Evaluator:	Phone Number: (717) 787-6856	Date:
Human Resources Director:		Date: