| SCSC 2<br>Rev 06/12 | Commonwealth of Pennsylvania<br>State Civil Service Commission<br>P.O. Box 569<br>Harrisburg, PA 17108-0569 | **Instructions for the Application for<br>Employment/Promotion** |
|---|---|---|

Please use blue or black ink to complete your application.

**1** Print your social security number in the boxes provided. Make sure you enter your social security number at the top of each page of the application. If you attach additional pages, print your social security number at the top of each page. Your social security number will be kept confidential.

**2** Print your name, address and telephone numbers, etc. **If you provide us with an e-mail address, the Commission will use the e-mail address to contact you.** Otherwise, we will use your mailing address.

**3** Obtain and read the test announcement. Make sure you meet the requirements listed on the test announcement. The test announcement contains other information that you will need to complete your application.

Current test announcements are available on our website (www.scsc.state.pa.us), from our offices in Harrisburg, Philadelphia and Pittsburgh and at Team Pa CareerLink offices.

For most tests, your qualifications will not be reviewed until **after** you have taken the test. If you **do not** meet the requirements, your test score **will not** be counted and you will have wasted your time.

If a Supplement is required, the test announcement will tell you where you can obtain one. Make sure you use the correct form. Complete this form fully and accurately. It will be used to help determine your test score.

**4** Print the Test Announcement Number and the Job Title(s) and Job Code(s) for which you are applying. Job titles may not be added after you have tested

**5** Select a test location. See the section labeled, "Where To Submit Your Application" for mailing instructions.

Most written tests/tests administered on a computer are given Monday through Friday at Commission offices in Harrisburg, Philadelphia and Pittsburgh.

Written tests/tests administered on a computer are also given Tuesdays, Wednesdays (some evenings) and every other Saturday at our centers in Allentown, Erie, Lock Haven, Johnstown and Scranton.

Oral tests are usually held in Harrisburg.

When written tests/tests administered on a computer or oral tests are being used, you will be notified a week or two in advance of where and when to report.

Ratings of experience and training do not require you to go to a place to be tested. Your test score is based on your background, as reported on your application and (if required) a supplement. When this type of test is used, it is important that you provide complete and accurate information.

**6** Indicate if you meet the Pennsylvania residency requirement. For most jobs you must be a Pennsylvania resident or a former resident who meets certain requirements. The test announcement will state if residency is required.

Indicators of Pennsylvania residency include:
- renting, leasing, or owning property in Pennsylvania which you use as your primary residence
- paying Pennsylvania state and local taxes
- having registered personal property such as bank accounts, stocks, bonds, and an automobile in Pennsylvania
- possessing a current Pennsylvania driver's license
- being registered to vote in Pennsylvania

As a former resident of Pennsylvania you meet the requirements of Pennsylvania residency if you relocated out of state for educational or employment purposes and will establish residency as defined in the preceding paragraph within six months of beginning employment and:
- you graduated from a secondary school in Pennsylvania or you completed home education program requirements under Pennsylvania law within five years of application, or
- you attended a school in Pennsylvania at least 80% of the time while enrolled in grades one through twelve and attended such school within five years of application, or
- you graduated from or attended a secondary school (grades 7 through 12) in Pennsylvania or you completed home education requirements under Pennsylvania law and graduated from a postsecondary institution in Pennsylvania within five years of application

As a current student at a college, university, or technical school or as an active duty member of the armed forces, you meet the requirements of Pennsylvania residency if you:
- are a student outside of Pennsylvania, were a resident of Pennsylvania prior to your current enrollment, and have a Pennsylvania mailing address, or
- are a student from another state who is currently residing at and enrolled in a Pennsylvania college, university, or technical school, and have a Pennsylvania mailing address, or
- are an active duty member of the armed forces, were a Pennsylvania resident immediately prior to your enlistment, and are scheduled to be discharged within ninety (90) days, or
- are an active duty member of the armed forces residing in Pennsylvania during your current enlistment, and are scheduled to be discharged within ninety (90) days

**7**  Indicate if you are claiming Veterans' Preference.

Credit for Veterans' Preference means that ten points will be added to your test score if you pass the test, but points **will not** be added to enable you to pass.  You also may receive preference in hiring.  If you are a current civil service employee, you will not receive veterans' preference unless you are in a temporary position. Your separation must have been under Honorable or other acceptable conditions.

Credit will be granted if you are: a veteran, the widow or widower of a veteran, or the spouse of a disabled veteran, and submit the following documents with your application:

❖ **Veterans**: Photocopy, not the original, of DD Form 214 or other military document showing dates of entry and separation and character of service.

❖ **Widows and Widowers**: Photocopy, not the original, of the spouse's DD Form 214.  A certified copy (not a photocopy) of the death certificate.

❖ **Spouses of Disabled Veterans**: Photocopies, not the originals, of DD Form 214; a Veterans' Administration letter, dated within the past six months, verifying that the veteran is receiving compensation for a service-connected disability; and a signed statement from the disabled veteran showing social security number and agreeing to transfer credit to you.

These documents must be submitted only one time to establish your initial claim and create your record.

**8**  If you have a current driver's license, enter the issuing state and the license number.  Some job titles require a driver's license.  The test announcement will state if a driver's license is required.

**9**  Follow the instructions on the Application for Employment/Promotion.

**10**  List your high school, technical or business school, college and university training, etc.

The test announcement states the required training.  In most cases, substitutions or equivalencies are permitted for these requirements.  You must show on your application that you meet the requirements. Include a copy of your college transcript or a listing of courses that are required for the job title(s) for which you are applying.

**11** List your work experience including paid experience, volunteer work and military service that helps qualify you for the job.

The announcement states the required experience.   In most cases, substitutions or equivalencies are permitted for these requirements.  You must show on your application that you meet the requirements.

For most job requirements, credit will be given for all appropriate experience, regardless of whether it is part-time and/or unpaid experience.  You must tell what you did (duties and responsibilities) for each position and the total time (years and months) and the number of hours a week spent in each job.

**12** Select the kinds of employment you are willing to accept, your start date, the county where you live and the counties where you will accept employment.

The test announcement contains information on appointment/promotion opportunities and where jobs exist. Your chances of being offered a job are better if you are willing to work where the jobs are located.  It also may be to your advantage to be available for work in the county where you live and in surrounding counties.  Use the information on the test announcement to complete questions.  **Do not** indicate you want to work in an area where there are no jobs, or where you know you will never accept a job offer.

The names of those who pass the test are placed on lists in the order of their test results (from high to low).  These lists are used to fill job openings as they occur.

Job openings depend upon such factors as retirements, resignations, promotions, transfers, and the expansion of existing programs.

**13** Read and answer the question concerning your criminal history.  Check the "Yes" box if you answer yes to any of the three questions.  **If you are uncertain of your situation, answer the question  "Yes" and explain your situation at the time of your interview**.  Your application will be returned to you if you do not answer this question.

**14** Indicate if the Commission has your permission to verify your experience and training/education.  Print any other names your school or employment records may be listed under.

**15** You <u>MUST</u> sign and date the **VERIFIED DECLARATION.**  Your application will be returned to you if it does not contain an **original signature and current date**.

## RESEARCH QUESTIONNAIRE (Page 5)

See the instructions at the top of the questionnaire.

## SERVICES FOR APPLICANTS WITH DISABILITIES

**If you require assistance in completing the application or anticipate the need for a testing accommodation due to a disability, please contact the Test Administration Division at (Voice) 717-787-2935 or Text Telephone (Deaf/Hard of Hearing callers only) 717-787-5581, to discuss your request.  This request must be made prior to your test date.  All information regarding candidate disabilities is kept confidential and is not provided to employing agencies.**

## WHERE TO SUBMIT YOUR APPLICATION

**All applications should be mailed to:**

> State Civil Service Commission
> (ATTN: Applications)
> P.O. Box 569
> Harrisburg, PA 17108-0569

# QUESTIONS AND INFORMATION

If you have questions about civil service employment or testing, have problems completing your application or Supplement, are uncertain if you qualify for a testing program, or want other information, call us at the office nearest your home.

Harrisburg        State Civil Service Commission

                  Telephone (Voice) (717) 783-3058
                  Text Telephone (**Deaf/Hard of Hearing callers only)** (717) 772-2685

Philadelphia      Eastern Regional Office

                  Telephone (Voice) (215) 560-2253
                  Text Telephone (**Deaf/Hard of Hearing callers only)** (215) 560-4367

Pittsburgh        Western Regional Office

                  Telephone (Voice) (412) 565-7666
                  Text Telephone (**Deaf/Hard of Hearing callers only)** (412) 565-2484

If you write, state your question, problem or request clearly, and include your social security number.  Mail your requests to:

State Civil Service Commission
(ATTN: Information Services)
P.O. Box 569
Harrisburg, PA 17108-0569

Or E-Mail us at:   ra-cs-SCSCQANDA@state.pa.us

| | | |
|---|---|---|
| SCSC-1<br>Rev. 06/12 | Commonwealth of Pennsylvania<br>State Civil Service Commission<br>P.O. Box 569<br>Harrisburg, PA 17108-0569 | **Application for Employment/Promotion**<br>Please use blue or black ink to complete this application. |

| **Official Use Only** | **1. YOUR SOCIAL SECURITY NUMBER** | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|

**2. PRINT YOUR NAME, ADDRESS, TELEPHONE NUMBERS, AND E-MAIL ADDRESS.**

Prefix: (e.g., Mr., Mrs., Ms.) | First Name: | MI:

Last Name: | Suffix: (e.g., Esq., Jr., III)

Street Address:

City: | State: | Zip Code:

Daytime Phone: | Evening Phone:

E-mail Address: | *If you provide us with an e-mail address, the Commission will use the e-mail address to contact you. Otherwise, we will use your mailing address.*

**3. HAVE YOU READ THE TEST ANNOUNCEMENT TO ENSURE THAT YOU MEET THE MINIMUM REQUIREMENTS FOR THE JOB TITLE(S)?** ☐ YES ☐ NO

*Current test announcements are available on our website (www.scsc.state.pa.us), from our offices in Harrisburg, Philadelphia and Pittsburgh and at Team Pa CareerLink offices.*

**4. JOB TITLES APPLIED FOR?**

Test Announcement Number: _____ *(You must submit a separate application for each test announcement.)*

| Job Title | Job Code |
|---|---|
| | |
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**5. IF THERE IS A WRITTEN TEST, WHERE DO YOU WANT TO BE TESTED?** *Check only one location.*

| **Harrisburg** | **Philadelphia** | **Pittsburgh** | **Allentown** | **Erie** | **Johnstown** | **Lock Haven** | **Scranton** |
|---|---|---|---|---|---|---|---|
| ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

**If you anticipate the need for a testing accommodation due to a disability, you must call (Voice) 717-787-2935 or Text Telephone (Deaf/Hard of Hearing callers only) 717-787-5581 prior to testing to discuss your request.**

**6. DO YOU MEET THE PENNSYLVANIA RESIDENCY REQUIREMENT?** *The test announcement will state if residency is required. Pennsylvania residency requirements are explained in #6 of the "Instructions for the Application for Employment/Promotion" (SCSC 2).*   ☐ Yes ☐ No

**7. ARE YOU CLAIMING VETERANS' PREFERENCE?** *See #7 of the "Instructions for the Application for Employment/Promotion" SCSC 2 for the type of documentation required.*   ☐ Yes ☐ No

**8. DO YOU HAVE A CURRENT DRIVER'S LICENSE WHICH IS NOT UNDER SUSPENSION?**   ☐ Yes ☐ No

If "YES," enter state and number. | **State** | **Number**

**9. LIST LICENSES OR CERTIFICATES WHICH DIRECTLY RELATE TO THE QUALIFICATIONS OF THE JOB TITLE(S) FOR WHICH YOU ARE APPLYING:** *Give license numbers and expiration dates. Examples: engineer, beautician, nurse, lifeguard, commercial driver's license with endorsements*

**EQUAL OPPORTUNITY EMPLOYER**

1

**Your Social Security Number** ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

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**10. TRAINING** *Educational credits may be verified if offered a job.  An Official Transcript (the only acceptable proof of claimed education) may be requested at that time.*

| TRAINING | Name and Address | Dates attended | | No. of credits completed | | Did you graduate? | Type Degree Recd (ex. AA, BA, BS , MA) | Major course of study |
|---|---|---|---|---|---|---|---|---|
| | | From | To | Semester hrs. | Clock hrs. | | | |
| **High School** | | | | ✕ | ✕ | | ✕ | ✕ |
| **Technical, Business or Other Training** | | | | | | | ✕ | |
| **College, University or Professional School** | | | | | | | | |

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**11. EXPERIENCE** *Include paid employment, volunteer work, and military service that helps to qualify you for the job.  If your title and duties changed in the course of your work with one employer, **describe** the changed duties in a new block. For each job, supply all details of your duties needed to correctly describe your work. State size and kind of work force, if any, supervised by you and extent of such supervision.  Attach additional sheets if needed.  List the question number and your social security number on each attached sheet.*

| A. **Present or most recent** | Name of Employer: | Address: | OFFICIAL USE ONLY | |
|---|---|---|---|---|
| **From:    Mo.         Yr.**<br>**To:       Mo.         Yr.**<br><br>**Total time spent**<br>**Yrs.             Mos.**<br><br>**Total hours worked weekly**<br><br>**Yearly Salary**<br>**Starting         $_____**<br>**Present/Ending  $** | | | Evaluation | Verification |
| | **Type of Business:** | **Your Title:** | **Name and Title of Your Supervisor:** | |
| | **Duties:** | | | |

**Your Social Security Number** ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

## 11. EXPERIENCE

**B.**

**From: Mo.        Yr.**
**To:        Mo.        Yr.**

**Total time spent**
**Yrs.                Mos.**

**Total hours worked weekly**

**Yearly Salary**
**Starting  $_____**
**Ending    $**

| Name of Employer: | Address: | OFFICIAL USE ONLY | |
| | | Evaluation | Verification |
| | | | |

| Type of Business: | Your Title: | Name and Title of Your Supervisor: |

**Duties:**

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**C.**

**From: Mo.        Yr.**
**To:        Mo.        Yr.**

**Total time spent**
**Yrs.                Mos.**

**Total hours worked weekly**

**Yearly Salary**
**Starting  $_____**
**Ending    $**

| Name of Employer: | Address: | OFFICIAL USE ONLY | |
| | | Evaluation | Verification |
| | | | |

| Type of Business: | Your Title: | Name and Title of Your Supervisor: |

**Duties:**

**EQUAL OPPORTUNITY EMPLOYER**

**Your Social Security Number** | | | | | | | | |

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**12. EMPLOYMENT QUESTIONNAIRE** *This information is used in sending the names of successful applicants to hiring agencies.* *PLEASE COMPLETE ALL QUESTIONS. If you do not, you may limit your chances for employment.*

**A. WHAT KIND(S) OF EMPLOYMENT WILL YOU ACCEPT?** *(Check all that apply.)*

Career Appointment (Standard workweek, year round) ☐

Part-Time (Less than standard workweek, usually year round) ☐

Temporary up to 12 months (Standard workweek) ☐

Seasonal (Standard workweek, less than year round) ☐

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**B. WHEN CAN YOU START WORK?** *If not immediately provide date.*

| Month | Day | Year |
|---|---|---|
| | | 2 0 |

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**C. COUNTY WHERE YOU LIVE?** *Codes are on Page 6. If you do not live in Pennsylvania, enter "99."*

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**D. LOCATIONS WHERE YOU WILL ACCEPT EMPLOYMENT?** *Use the codes on Page 6. Be sure to include the county code where you live, unless you do not want to work there. Refer to the test announcement or contact the hiring agency for job locations. Choose locations where the jobs exist. If you don't accept a job offer, your name may be removed from the list.*

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

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E. CAN YOU COMMUNICATE IN A LANGUAGE OTHER THAN ENGLISH? **For some jobs it is important to be able to speak with persons of different cultures and backgrounds. If you check any box or list additional languages in response to this question, you may be required to submit additional proof or participate in an oral interview.**

☐ **Spanish**   ☐ **Russian**   ☐ **Vietnamese**   ☐ **Cambodian**   ☐ **Other (Specify)** _____

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13. CRIMINAL HISTORY **A "Yes" answer will not prevent you from being tested and is not necessarily a bar to employment. Your application will be provided to hiring agencies. A prospective hiring agency may ask for additional information and will review the job-relatedness of your criminal history record. Please bring any information explaining your criminal history to the interview.**

**CRIMINAL OFFENSE** *includes felonies, misdemeanors and summary offenses.*

**CONVICTION** *is an adjudication of guilt and includes determinations before a court, a district justice or magistrate and pleas of nolo contendere (no contest) that result in a fine, sentence or probation.*

**For this question disregard: offenses committed before your 18th birthday which were adjudicated in juvenile court under a Youth Offender Law, and any charges which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition Program.**

**Were you ever convicted of a criminal offense? OR Are you now under charges for a criminal offense? OR Have you ever forfeited bond or collateral in connection with a criminal offense?**   ☐ **Yes** ☐ **No**

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**14. VERIFICATION OF EXPERIENCE AND TRAINING/EDUCATION INFORMATION.** *This application may result in your appointment or promotion to a civil service position. The Commission may need to verify your experience and training/education.*

**Do we have your written permission for the verification?**   ☐ **Yes** ☐ **No**

*If you do not grant permission to verify your experience and training/education and you subsequently are appointed or promoted, you may then be required to provide proof that you possess the training/education that you claim. We also may require verification of qualifying work experience from former employers.*

*If your school/employment records are listed under another name or names, print them below.*

_____   _____   _____

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**15. Verified Declaration** - I understand that by submitting this completed Application for Employment/Promotion to the Pennsylvania State Civil Service Commission, I am agreeing to be bound by the following declaration: "I declare that all of the information I have provided on this application, and on any other required supplement or document also provided by me, is complete, accurate, true and correct. I make this declaration subject to the penalties of 18 PA.C.S. 4904 relating to unsworn falsification to authorities."

_____   _____
(Signature)                      (Date)

**Your Social Security Number** [ ][ ][ ][ ][ ][ ][ ][ ][ ]

| SCSC-1A<br>Rev 06/12 | **RESEARCH QUESTIONNAIRE** |
|---|---|

**Instructions** *Your answers to the following questions will be kept confidential. Your answers will be used for research purposes and to help assure equal employment opportunities. Your cooperation in providing accurate information is important. This information is **voluntary**.*

### A. HOW DO YOU DESCRIBE YOURSELF?

☐ **BLACK**: (not of Hispanic Origin): Persons having origins in any of the Black racial groups of Africa.

☐ **HISPANIC**: Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.

☐ **WHITE**: (not of Hispanic Origin): Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

☐ **AMERICAN INDIAN OR ALASKAN NATIVE**: Persons having origins in any of the original people of North America, and who maintain cultural identification through tribal affiliation or community recognition.

☐ **ASIAN OR PACIFIC ISLANDER**: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Islands, and Samoa.

**B. DATE OF BIRTH?**

| Month | Day | Year |
|---|---|---|
| | | |

**C. WHAT IS YOUR SEX?** ☐ Female ☐ Male

### D. WHAT IS THE HIGHEST SCHOOL GRADE YOU HAVE COMPLETED?

| High School → | 7 or less | 8 | 9 | 10 | 11 | 12 | GED |
|---|---|---|---|---|---|---|---|
| | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

| College → | 1 | 2 | 3 | 4 | 5 or more |
|---|---|---|---|---|---|
| | ☐ | ☐ | ☐ | ☐ | ☐ |

**E. DID YOU LEARN ABOUT THIS JOB AT A LOCAL TEAM PA CAREERLINK OFFICE?** ☐ Yes ☐ No

**EQUAL OPPORTUNITY EMPLOYER**

- INSTRUCTIONS for completing Questions 12C and 12D.

Question 12C - If you live in Pennsylvania, use the table below to find the code for the county where you live.  Then enter this code in the boxes on page 4.  If you live out-of-state, use code "99."

### Pennsylvania Counties and Codes

| County | Code | County | Code | County | Code |
|---|---|---|---|---|---|
| Adams | 01 | Elk | 24 | Montour | 47 |
| Allegheny | 02 | Erie | 25 | Northampton | 48 |
| Armstrong | 03 | Fayette | 26 | Northumberland | 49 |
| Beaver | 04 | Forest | 27 | Perry | 50 |
| Bedford | 05 | Franklin | 28 | Philadelphia | 51 |
| Berks | 06 | Fulton | 29 | Pike | 52 |
| Blair | 07 | Greene | 30 | Potter | 53 |
| Bradford | 08 | Huntingdon | 31 | Schuylkill | 54 |
| Bucks | 09 | Indiana | 32 | Snyder | 55 |
| Butler | 10 | Jefferson | 33 | Somerset | 56 |
| Cambria | 11 | Juniata | 34 | Sullivan | 57 |
| Cameron | 12 | Lackawanna | 35 | Susquehanna | 58 |
| Carbon | 13 | Lancaster | 36 | Tioga | 59 |
| Centre | 14 | Lawrence | 37 | Union | 60 |
| Chester | 15 | Lebanon | 38 | Venango | 61 |
| Clarion | 16 | Lehigh | 39 | Warren | 62 |
| Clearfield | 17 | Luzerne | 40 | Washington | 63 |
| Clinton | 18 | Lycoming | 41 | Wayne | 64 |
| Columbia | 19 | McKean | 42 | Westmoreland | 65 |
| Crawford | 20 | Mercer | 43 | Wyoming | 66 |
| Cumberland | 21 | Mifflin | 44 | York | 67 |
| Dauphin | 22 | Monroe | 45 | | |
| Delaware | 23 | Montgomery | 46 | | |

Question 12D - Using the table above, find the code(s) for the county or counties where you will accept employment.  Enter the code for each county in the boxes on page 4.  The Pennsylvania map below will show you where each county is located.  Do not indicate locations where the jobs do not exist.

Example:  If you would accept employment in Philadelphia County (which is code 51) and you have checked to make sure that jobs exist in Philadelphia, you would enter "51" in the box.

### 51



**Test Centers**

△Harrisburg    ▲Philadelphia    ■Pittsburgh    ▼Allentown    ◆Erie    ⊗Lock Haven    ●Johnstown    ❖Scranton

6