

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC WELFARE
VACANCY BIDDING FORM

Instructions: Submit this form along with the required completed application materials as instructed on the job posting. Late and incomplete applications will be returned.

Position applying for: _____

Position: _____ Announcement #: _____

Organization: _____

Posting Closing Date: _____

Are you on the Civil Service (CS) list for this title? Yes No

*This will be used to return a copy to you in a windowed envelope. (PRINT CLEARLY.)
Do not exceed the indicated width.*

Name _____

Street Address _____

City _____ State _____ Zip Code _____

PLEASE COMPLETE:

Currently employee of: Commonwealth DPW

Former employee of: Commonwealth DPW

Were you (CS)? Yes No

Did you hold regular CS status? Yes No

Title: _____

Pay Range? _____ Departure Date? _____

Name: _____ SSN: _____ Employee #: _____

Current Job Title: _____ Dept./ORG/Office: _____ Date: _____

Applicant signature: _____ Home Phone #: _____ Work Phone #: _____

FOR HUMAN RESOURCE USE ONLY

Current Job Title: _____		Pay Range: _____	Seniority Days? _____
Type Employment: <input type="checkbox"/> CS <input type="checkbox"/> Non CS		CS Status: <input type="checkbox"/> Regular <input type="checkbox"/> Probationary	
Position Status: <input type="checkbox"/> Salary <input type="checkbox"/> Wage		Employee Status: <input type="checkbox"/> Permanent Employee <input type="checkbox"/> Temporary/Limited-Term	
<p>For consideration, you must be both ELIGIBLE and APPOINTABLE (refer to job posting) and submit the required application material as specified in the posting. ELIGIBLE - Must meet the minimum experience and training requirements (METs) and any special requirements of position APPOINTABLE - Must meet all the required employment criteria for one of the recruitment options as specified in the posting.</p>			
<p>Your bid form is being returned because:</p> <p><input type="checkbox"/> The required application not submitted.</p> <p><input type="checkbox"/> Application not postmarked or received in office by closing date of posting.</p> <p><input type="checkbox"/> Not eligible and/or appointable (as indicated below.)</p> <p>You are ELIGIBLE and APPOINTABLE for:</p> <p><input type="checkbox"/> Promotion (PWOE/501)</p> <p><input type="checkbox"/> Demotion</p> <p><input type="checkbox"/> Reinstatement</p> <p><input type="checkbox"/> Lateral Transfer/Reassignment</p> <p><input type="checkbox"/> Other _____</p> <p>You are not ELIGIBLE because:</p> <p><input type="checkbox"/> Do not meet the MET's.</p> <p><input type="checkbox"/> Do not meet special requirements for vacancy.</p> <p><input type="checkbox"/> Other _____</p> <p>You are not APPOINTABLE because:</p> <p><input type="checkbox"/> Not a commonwealth employee.</p> <p><input type="checkbox"/> Not the most senior bidder.</p> <p><input type="checkbox"/> Not Civil Service.</p> <p><input type="checkbox"/> Not appointable for CS reinstatement.</p> <p><input type="checkbox"/> Not appointable for CS promotion without exam because:</p> <p><input type="checkbox"/> Other _____</p>		<p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>QUESTIONS REGARDING THIS EVALUATION SHOULD BE DIRECTED TO:</p> <p>Name: _____ Date: _____ Phone #: _____</p>			
<p>QUESTIONS REGARDING THE STATUS OF YOUR BID SHOULD BE DIRECTED TO:</p> <p>Name: _____ Date: _____ Phone #: _____</p>			