



pennsylvania EMERGENCY MANAGEMENT AGENCY

★ VACANCY BIDDING FORM ★

** ALL COPIES OF THIS FORM MUST BE SIGNED, DATED, AND POSTMARKED OR DELIVERED TO THE LOCATION INDICATED ON THE VACANCY ANNOUNCEMENT NO LATER THAN 4:00 P.M. ON THE CLOSING DATE OF THE ANNOUNCEMENT. **

VACANT POSITION CLASS TITLE: _____

VACANT POSITION NUMBER: _____

LOCATION OF VACANCY: _____

APPLICANT INFORMATION

(Please Print)

Name: _____ Social Security Number: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

CURRENT EMPLOYMENT INFORMATION

Current Class Title: _____ Department: _____

Employee #: _____

IF YOU ARE NOT CURRENTLY IN THE SAME CLASSIFICATION AS THE VACANT POSITION, HAVE YOU TAKEN A CIVIL SERVICE EXAMINATION FOR THE VACANT CLASS LISTED ABOVE? Yes No

Applicant Signature

Date

★ PERSONNEL USE ONLY ★

CURRENT STATUS: REGULAR PROBATIONARY WAGE NON-CIVIL SERVICE

CURRENT CLASS CODE/TITLE: _____ PAY RANGE/STEP: _____

OVERALL PERFORMANCE EVALUATION SATISFACTORY? Yes No

APPLICANT IS: Eligible - Informal evaluation subject to certification by the Civil Service Commission Not Eligible for This Position

★ REMARKS ★

- Your name has been referred to the interviewer, and you will be contacted for an interview.
 You may only be considered for reinstatement to a position in the same or comparable class for which you held regular Civil Service status.
 Bidding is limited to individuals with Civil Service status.
 You must currently occupy or have previously held regular Civil service status as a:
 Another employee holds contractual rights to this position.
 You do not meet the minimum experience and training requirements.
 Promotion without examination does not apply.
 Other:

Evaluator Signature

Evaluator Phone #

Date