



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