

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 Close 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 indicated line 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:

☐ CS ☐ Non CS

CS Status:

☐ Regular ☐ Probationary

Position Status:

☐ Salary ☐ Wage

Employee Status:

☐ Permanent Employee ☐ Temporary/Limited-Term

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.

Your bid form is being returned because:

- ☐ The required application not submitted.
☐ Application not postmarked or received in office by closing date of posting.
☐ Not eligible and/or appointable (as indicated below.)

You are ELIGIBLE and APPOINTABLE for:

- ☐ Promotion (PWOE/501)
☐ Demotion
☐ Reinstatement
☐ Lateral Transfer/Reassignment
☐ Other _____

You are not ELIGIBLE because:

- ☐ Do not meet the MET's.
☐ Do not meet special requirements for vacancy.
☐ Other _____

You are not APPOINTABLE because:

- ☐ Not a commonwealth employee.
☐ Not the most senior bidder.
☐ Not Civil Service.
☐ Not appointable for CS reinstatement.
☐ Not appointable for CS promotion without exam because:
☐ Other _____

Comments:

QUESTIONS REGARDING THIS EVALUATION SHOULD BE DIRECTED TO:

Name: _____

Date: _____

Phone # _____

QUESTIONS REGARDING THE STATUS OF YOUR BID SHOULD BE DIRECTED TO:

Name: _____

Date: _____

Phone # _____