How to Apply for Jobs with the Commonwealth of Pennsylvania

✅ 1. Start Your Search

Go to employment.pa.gov

→ click **Search Jobs**

- Search by keyword
- Sort by posting date
- Filter by county/location

✅ 2. Create/Sign In to Your Account

- Already have an account? **Sign in**.
- New user? **Create an account** with your email, username and strong password. Need help? Call (**855) 524-5627**.

✅ 3. Apply Online

- Click **Apply** on the job posting.
- Upload your résumé (optional). (This will save time by auto filling parts of your application – *always double check the information is correct.)*
- Fill out each section completely.
- Attach required documents (transcripts, certifications, etc.).

✅ 4. Answer Supplemental Questions

- Many jobs include supplemental questions. Answer carefully and make sure your responses match your application.

✅ 5. Review & Submit

- Double check your application.
- Click **Certify & Submit**.
- Submit your application by clicking “Accept and Submit.”
- Look for a **confirmation email**.

📌 Tips for Success

- Update your application each time you apply.
- Highlight your skills and experience.
- Submit all required attachments.
- Applications with incomplete information may result in you being deemed ineligible for the job.

📞 Need Help?

Email: ra-lbrecruiter@pa.gov