

# VACANCY BIDDING FORM

*This form must be signed, dated and received "by the closing date" at the location indicated on the vacancy announcement.*

Vacant Position Job Title: \_\_\_\_\_

Announcement Number & Location: \_\_\_\_\_

Place your name and address in block below. This will be used to return a completed copy to you in a window envelope.

**(Please Print Clearly)**

Name and Home Address: _____ _____ _____ _____
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**Please complete the following if you are not currently a Commonwealth/County employee:**

Are you a former Commonwealth employee?  Yes  No

Are you a former County employee?  Yes  No

If yes, what was your separation date? \_\_\_\_/\_\_\_\_/\_\_\_\_

Did you have regular Civil Service status?  Yes  No

**APPLICANT INFORMATION (Please Print):**

Name: \_\_\_\_\_ Current Job Title: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

If **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

Do you possess a legal and current PA driver's license?  YES  NO Driver's License Number \_\_\_\_\_

Do you currently have a second job that you plan to continue while working for the Board of Probation and Parole?  YES  NO  
If yes, please describe: \_\_\_\_\_

Have you been fired from any job for any reason?  YES  NO  
Have you quit or resigned from a job after being notified that you would be fired?  YES  NO

*NOTE: If your answer to either of the two previous questions is yes, give details. Show name and address (including zip code) of employer, approximate date and reasons in each case below or on a separate sheet of paper.*

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Have you ever been subject to any discipline at any point in your employment (including oral, written reprimand, suspension, termination, or performance evaluation)?  YES  NO

IF YES, When? \_\_\_\_\_ Date What employer? \_\_\_\_\_ Name

Based on the following questions, it is your responsibility to list every arrest, charge or conviction; including federal and military, felony, misdemeanor, summary, and traffic offenses. If you were under the age of 18 at the time of the offense and were convicted as an adult, you must list the conviction. Do not list the arrest, charge or conviction if you were an adjudicated delinquent. Responses such as "I don't know" or "I can't remember" are unacceptable.

An arrest, charge, or conviction, if appropriately disclosed, will not automatically disqualify you from consideration for employment. Failure to disclose any arrest, charge, or conviction; omission of any information; or falsification of your application is grounds for removal from employment.

1. Have you ever been **arrested, indicted, charged, cited, or held by law enforcement authorities**, regardless of whether the indictment, charge, or citation was dismissed, withdrawn, or you were found not guilty?  YES  NO

2. Do you currently have any outstanding arrest warrants or summons (including traffic violations) pending against you?  YES  NO

3. As the result of being arrested, charged, cited, or held by law enforcement authorities, have you ever been convicted, fined, or forfeited bond regardless of whether the record in your case has been sealed, reversed, expunged, or otherwise stricken from the court record?  
 YES  NO

4. Have you ever been incarcerated in any correctional facility? (municipal, county, state, federal, military, foreign)  YES  NO

5. As the result of being arrested, charged, cited, or held by law enforcement authorities, have you ever participated, or been assigned to participate, in an accelerated rehabilitation disposition (ARD), conditional discharge program, or other probation without conviction program?  
 YES  NO

6. As the result of being arrested, charged, cited, or held by law enforcement authorities, are you under suspended sentence, on parole, on probation, or awaiting any action on charges filed against you?  YES  NO

7. Have you ever been or are you currently the subject of a protection from abuse (PFA) order?  YES  NO

**If you answer "yes" to any questions on this form, please provide full details on a separate sheet of paper and attach to this application so that an informed decision may be made.**

A criminal conviction or a termination of employment does not necessarily eliminate you from consideration.

Do you have a relative or acquaintance who is currently incarcerated, or who is an offender currently being supervised by the PA Board of Probation and Parole or any other County or State probation office or under Federal supervision?  YES  NO – **IF YES, please give their name(s), relationship(s), location(s) of their confinement or their supervising agent, and a detailed explanation of the extent of your contact.** A "YES" answer is not a bar from employment.

Failure to disclose any arrest, omission of any information, or falsification of your application is grounds for consideration of removal from employment.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR PERSONNEL USE ONLY**

Current Status:  REGULAR  PROBATIONARY  WAGE  NON-CIVIL SERVICE

Current Title: \_\_\_\_\_ Pay Range: \_\_\_\_\_

**APPLICANT IS:**  Not Eligible  Eligible

**REMARKS:**

- You do not have regular or prior Civil Service status.
- You are currently in a Non Civil Service position; therefore you are not able to bid on Civil Service positions.
- You do not meet the Minimum Experience and Training Requirements for this job title.
- You should participate in the testing program for this job title. Call the Civil Service Commission for information on testing at 717.787.7811 or go to [www.scsc.state.pa.us](http://www.scsc.state.pa.us).
- Your application was not received by the closing date of the vacancy announcement.
- Promotion without examination does not apply to this position.
- Another employee holds contractual rights to this position.
- You may only be considered for reinstatement to a position in the same or comparable class for which you held regular status.
- You do not have a minimum of one year in the next lower classification.
- You must currently occupy or have previously held regular Civil Service status as a \_\_\_\_\_.
- You may be considered through the SCSC list of eligibles.
- As a current Parole Agent, you have not met your 2-year commitment with the appointing seniority unit. Therefore, you are not eligible to bid on positions until \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Evaluator's Phone Number

\_\_\_\_\_  
Date



## Pre-Employment Questionnaire (for Parole Agent Candidates Only)

Are you a resident of Pennsylvania?  Yes  No

Parole Agents must work independently/alone outside office settings canvassing neighborhoods, entering offenders' homes, and meeting with offenders in prisons. Are you willing to work under these conditions?  Yes  No

Parole Agents must interact with offenders regardless of race, gender, mental/physical handicaps, and serious health conditions. Are you willing to work under these circumstances?  Yes  No

Are you willing to be called any time of day or night to handle an arrest/detainer of an offender under your supervision?  Yes  No

If hired, you will be required to attend the Basic Training Academy for up to 8 weeks near Harrisburg, PA. Lodging is provided and you will be required to stay overnight, Monday through Friday. Are you willing to attend this training?  Yes  No

Are you willing to wear, carry, and use protective devices such as ballistic vests and pepper spray?  Yes  No

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Signature

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Date