



PA GAME COMMISSION VACANCY BIDDING FORM

INSTRUCTIONS: SUBMIT THIS FORM ALONG WITH A COMPLETED CIVIL SERVICE OR PERSONAL DATA SUMMARY. INCOMPLETE APPLICATIONS WILL BE RETURNED.

PLEASE PROVIDE THE FOLLOWING INFORMATION

IF YOU ARE NOT CURRENTLY WORKING FOR THE COMMONWEALTH OF PA -- DO YOU HAVE PRIOR COMMONWEALTH SERVICE?

YES NO

IF YES, WHAT WAS YOUR DEPARTURE DATE?

WHAT WAS YOUR CLASSIFICATION TITLE?

LAST PAY RANGE?

THIS FORM MUST BE SIGNED, DATED AND POSTMARKED BY THE CLOSING DATE INDICATED ON THE JOB POSTING.

This may be used to return a copy to you in a windowed envelope. (PRINT CLEARLY)

Do not exceed indicated line.

Name

Applicant Signature

Street Address

City

State

Zip

Date

VACANT POSITION CLASS TITLE

POSITION NUMBER

ANNOUNCEMENT NO.

SOCIAL SECURITY NUMBER

HOME PHONE NUMBER

WORK PHONE NUMBER

EMAIL ADDRESS

CURRENT EMPLOYEE NUMBER

YOUR CURRENT AGENCY, BUREAU, OFFICE

YOUR CURRENT CLASS TITLE

**** FOR HUMAN RESOURCE USE ONLY ****

CURRENT CLASS

PAY RANGE

TYPE OF ACTION

DATE OF ENTRY INTO LOWER CLASS

IN ORDER TO BE REFERRED FOR EMPLOYMENT CONSIDERATION, YOU MUST BE **BOTH** ELIGIBLE AND APPOINTABLE TO THE POSITION.

ELIGIBLE - IS DEFINED AS MEETING THE MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS OF THE CLASSIFICATION TITLE ON THE POSITION

APPOINTABLE - IS DEFINED AS MEETING **ALL** OF THE REQUIRED EMPLOYMENT CRITERIA INDICATED ON THE POSTING.

YOUR BIDDING FORM IS BEING RETURNED BECAUSE:

- REQUIRED APPLICATION WAS NOT SUBMITTED
- APPLICATION NOT RECEIVED OR POSTMARKED BY CLOSING DATE OF POSTING
- NOT ELIGIBLE AND/OR APPOINTABLE (SEE BELOW)

YOU ARE NOT ELIGIBLE BECAUSE:

- YOU DO NOT MEET THE MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS
- DO NOT MEET THE SPECIAL REQUIREMENTS FOR THE VACANCY
- OTHER: _____

YOU ARE NOT APPOINTABLE BECAUSE:

- NOT IN THE SPECIFIED NEXT LOWER CLASS
- NOT A COMMONWEALTH EMPLOYEE
- NOT A PA GAME COMMISSION EMPLOYEE
- NOT THE MOST SENIOR BIDDER
- OTHER: _____

YOU WILL NOT BE INTERVIEWED BECAUSE:

- ONLY LATERAL BIDDERS WERE CONSIDERED
- ONLY PROMOTION W/OUT EXAM BIDDERS WERE CONSIDERED
- THE SCSC LIST WAS USED FOR THE SELECTION
- SENIORITY RIGHTS WERE INVOKED
- OTHER: _____

COMMENTS:

QUESTIONS REGARDING THIS DECISION SHOULD BE DIRECTED TO:

NAME:

DATE:

PHONE: