



POSITION VACANCY INTEREST FORM

This form must be signed, dated and postmarked on or before the closing date on the Job Posting, along with the necessary materials listed in the "How to Apply" section of the Job Posting.

VACANCY INFORMATION

JOB TITLE: _____ LOCATION: _____

POSITION NUMBER: _____ ANNOUNCEMENT NUMBER: _____

ARE YOU CURRENTLY ON THE CIVIL SERVICE LIST FOR THIS JOB TITLE? YES NO

EMPLOYEE INFORMATION

NAME: _____

CURRENT JOB TITLE: _____ LAST FOUR DIGITS OF SSN: _____

EMPLOYEE NUMBER: _____ CURRENT AGENCY/LOCATION: _____

DAYTIME PHONE NUMBER: _____ EMAIL ADDRESS: _____

***This email may be used to contact you regarding this position**

ARE YOU A CURRENT OR FORMER COMMONWEALTH EMPLOYEE UNDER THE GOVERNOR'S JURISDICTION? YES NO

THE FOLLOWING QUESTIONS MUST BE ANSWERED IN CONJUNCTION WITH THE PRISON RAPE ELIMINATION ACT:

HAVE YOU EVER BEEN EMPLOYED IN A PRISON, JAIL, LOCKUP, COMMUNITY CONFINEMENT FACILITY, JUVENILE FACILITY, OR OTHER INSTITUTION (AS DEFINED IN 42 U.S.C. 1997) TO INCLUDE STATE FACILITIES FOR PERSONS WHO ARE MENTALLY ILL, DISABLED, OR RETARDED, OR CHRONICALLY ILL OR HANDICAPPED; RESIDENTIAL CARE OR TREATMENT FACILITIES FOR JUVENILES; AND FACILITIES THAT PROVIDE SKILLED NURSING, INTERMEDIATE OR LONG-TERM CARE, OR CUSTODIAL OR RESIDENTIAL CARE? **(28 C.F.R. §115.17)**

YES NO

HAVE YOU ENGAGED IN SEXUAL ABUSE IN A PRISON, JAIL, LOCKUP, COMMUNITY CONFINEMENT FACILITY, JUVENILE FACILITY, OR OTHER INSTITUTION (AS DEFINED IN 42 U.S.C. 1997)? **(28 C.F.R. §115.17 [a][1])** YES NO

HAVE YOU HAD SUBSTANTIATED AGAINST YOU ALLEGATIONS OF SEXUAL ABUSE IN A PRISON, JAIL, LOCKUP, COMMUNITY CONFINEMENT FACILITY, JUVENILE FACILITY, OR OTHER INSTITUTION (AS DEFINED IN 42 U.S.C. 1997), OR HAVE YOU EVER RESIGNED DURING A PENDING INVESTIGATION OF AN ALLEGATION OF SEXUAL ABUSE OF A CONFINED INDIVIDUAL? **(28 C.F.R. §115.17 [a][2][3])** YES NO

HAVE YOU HAD SUBSTANTIATED AGAINST YOU ALLEGATIONS OF SEXUAL HARASSMENT IN THE WORKPLACE, OR HAVE YOU EVER RESIGNED DURING A PENDING INVESTIGATION OF SEXUAL HARASSMENT? **(28 C.F.R. §115.17 [a][b])** YES NO

HAVE YOU EVER BEEN CONVICTED OR CIVILLY OR ADMINISTRATIVELY ADJUDICATED FOR ENGAGING OR ATTEMPTING TO ENGAGE IN SEXUAL ACTIVITY IN THE COMMUNITY FACILITATED BY FORCE, OVERT OR IMPLIED THREATS OF FORCE, OR COERCION, OR IF THE VICTIM DID NOT CONSENT OR WAS UNABLE TO CONSENT OR REFUSE? **(28 C.F.R. §115.17 [a][1][2][3][4])** YES NO

APPLICANT SIGNATURE: _____ DATE: _____

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

APPLICANT NAME _____

VACANT JOB TITLE _____

CURRENT JOB TITLE _____ PAY GROUP _____ SENIORITY DAYS _____

TYPE OF CURRENT EMPLOYMENT

CIVIL SERVICE NON CIVIL SERVICE

PRESENT CIVIL SERVICE (CS) STATUS

REGULAR PROBATIONARY

APPLICANT IS ELIGIBLE AND APPOINTABLE FOR:

- PROMOTION/PROMOTION WITHOUT EXAM (PWOE)
- DEMOTION
- REINSTATEMENT
- LATERAL TRANSFER/REASSIGNMENT
- NON-CIVIL SERVICE APPOINTMENT
- OTHER:

APPLICANT IS NOT APPOINTABLE BECAUSE:

- DOES NOT APPEAR TO MEET THE METS BASED ON THE INFORMATION PROVIDED
- DOES NOT MEET THE RECRUITMENT METHODS ON THE POSTING
- DOES NOT MEET THE SPECIAL REQUIREMENTS ON THE POSTING
- IS NOT CURRENTLY EMPLOYED WITHIN THE ESTABLISHED SENIORITY UNIT
- IS NOT CURRENTLY EMPLOYED IN THE NEXT LOWER CLASS
- DOES NOT HAVE ONE YEAR IN THE NEXT LOWER CLASS AS REQUIRED BY PWOE
- DID NOT SUBMIT BID WITHIN THE ESTABLISHED POSTING PERIOD
- CAN ONLY BE ELIGIBLE FOR REINSTATEMENT TO A CLASS AT THE SAME OR LOWER PAY GROUP FOR WHICH REGULAR CIVIL SERVICE STATUS WAS HELD
- DOES NOT CURRENTLY HOLD CIVIL SERVICE STATUS
- IS NOT A CURRENT OR FORMER COMMONWEALTH EMPLOYEE (SEE ATTACHED FOR "HOW TO APPLY")
- DOES NOT COMPLY WITH STANDARD 115.17 OF THE PREA
- OTHER:

COMMENTS:

QUESTIONS SHOULD BE REFERRED TO:

NAME: _____

PHONE: _____

EMAIL: _____

"The Commonwealth of Pennsylvania is proud to be an Equal Opportunity Employer supporting workforce diversity"