Please use blue or black ink to complete your application.

- 1 Print your social security number in the boxes provided. Make sure you enter your social security number at the top of each page of the application. If you attach additional pages, print your social security number at the top of each page. Your social security number will be kept confidential.
- 2 Print your name, address and telephone numbers, etc. If you provide us with an e-mail address, the Commission will use the e-mail address to contact you. Otherwise, we will use your mailing address.
- **3** Obtain and read the test announcement. Make sure you meet the requirements listed on the test announcement. The test announcement contains other information that you will need to complete your application.

Current test announcements are available on our website (<u>www.scsc.state.pa.us</u>), from our offices in Harrisburg, Philadelphia and Pittsburgh and at Team Pa CareerLink offices.

For most tests, your qualifications will not be reviewed until **after** you have taken the test. If you **do not** meet the requirements, your test score **will not** be counted and you will have wasted your time.

If a Supplement is required, the test announcement will tell you where you can obtain one. Make sure you use the correct form. Complete this form fully and accurately. It will be used to help determine your test score.

- **4** Print the Test Announcement Number and the Job Title(s) and Job Code(s) for which you are applying. Job titles may not be added after you have tested
- **5** Select a test location. See the section labeled, "Where To Submit Your Application" for mailing instructions.

Most written tests/tests administered on a computer are given Monday through Friday at Commission offices in Harrisburg, Philadelphia and Pittsburgh.

Written tests/tests administered on a computer are also given Tuesdays, Wednesdays (some evenings) and every other Saturday at our centers in Allentown, Erie, Lock Haven, Johnstown and Scranton.

Oral tests are usually held in Harrisburg.

When written tests/tests administered on a computer or oral tests are being used, you will be notified a week or two in advance of where and when to report.

Ratings of experience and training do not require you to go to a place to be tested. Your test score is based on your background, as reported on your application and (if required) a supplement. When this type of test is used, it is important that you provide complete and accurate information.

6 Indicate if you meet the Pennsylvania residency requirement. For most jobs you must be a Pennsylvania resident or a former resident who meets certain requirements. The test announcement will state if residency is required.

Indicators of Pennsylvania residency include:

- renting, leasing, or owning property in Pennsylvania which you use as your primary residence
- paying Pennsylvania state and local taxes
- having registered personal property such as bank accounts, stocks, bonds, and an automobile in Pennsylvania
- possessing a current Pennsylvania driver's license
- being registered to vote in Pennsylvania

As a former resident of Pennsylvania you meet the requirements of Pennsylvania residency if you relocated out of state for educational or employment purposes and will establish residency as defined in the preceding paragraph within six months of beginning employment and:

- you graduated from a secondary school in Pennsylvania or you completed home education program requirements under Pennsylvania law within five years of application, or
- you attended a school in Pennsylvania at least 80% of the time while enrolled in grades one through twelve and attended such school within five years of application, or
- you graduated from or attended a secondary school (grades 7 through 12) in Pennsylvania or you completed home education requirements under Pennsylvania law and graduated from a postsecondary institution in Pennsylvania within five years of application

As a current student at a college, university, or technical school or as an active duty member of the armed forces, you meet the requirements of Pennsylvania residency if you:

- are a student outside of Pennsylvania, were a resident of Pennsylvania prior to your current enrollment, and have a Pennsylvania mailing address, or
- are a student from another state who is currently residing at and enrolled in a Pennsylvania college, university, or technical school, and have a Pennsylvania mailing address, or
- are an active duty member of the armed forces, were a Pennsylvania resident immediately prior to your enlistment, and are scheduled to be discharged within ninety (90) days, or
- are an active duty member of the armed forces residing in Pennsylvania during your current enlistment, and are scheduled to be discharged within ninety (90) days
- 7 Indicate if you are claiming Veterans' Preference.

Credit for Veterans' Preference means that ten points will be added to your test score if you pass the test, but points **will not** be added to enable you to pass. You also may receive preference in hiring. If you are a current civil service employee, you will not receive veterans' preference unless you are in a temporary position. Your separation must have been under Honorable or other acceptable conditions.

Credit will be granted if you are: a veteran, the widow or widower of a veteran, or the spouse of a disabled veteran, and submit the following documents with your application:

- Veterans: Photocopy, not the original, of DD Form 214 or other military document showing dates of entry and separation and character of service.
- Widows and Widowers: Photocopy, not the original, of the spouse's DD Form 214. A certified copy (not a photocopy) of the death certificate.
- Spouses of Disabled Veterans: Photocopies, not the originals, of DD Form 214; a Veterans' Administration letter, dated within the past six months, verifying that the veteran is receiving compensation for a service-connected disability; and a signed statement from the disabled veteran showing social security number and agreeing to transfer credit to you.

These documents must be submitted only one time to establish your initial claim and create your record.

- 8 If you have a current driver's license, enter the issuing state and the license number. Some job titles require a driver's license. The test announcement will state if a driver's license is required.
- **9** Follow the instructions on the Application for Employment/Promotion.
- **10** List your high school, technical or business school, college and university training, etc.

The test announcement states the required training. In most cases, substitutions or equivalencies are permitted for these requirements. You must show on your application that you meet the requirements. Include a copy of your college transcript or a listing of courses that are required for the job title(s) for which you are applying.

11 List your work experience including paid experience, volunteer work and military service that helps qualify you for the job.

The announcement states the required experience. In most cases, substitutions or equivalencies are permitted for these requirements. You must show on your application that you meet the requirements.

For most job requirements, credit will be given for all appropriate experience, regardless of whether it is part-time and/or unpaid experience. You must tell what you did (duties and responsibilities) for each position and the total time (years and months) and the number of hours a week spent in each job.

12 Select the kinds of employment you are willing to accept, your start date, the county where you live and the counties where you will accept employment.

The test announcement contains information on appointment/promotion opportunities and where jobs exist. Your chances of being offered a job are better if you are willing to work where the jobs are located. It also may be to your advantage to be available for work in the county where you live and in surrounding counties. Use the information on the test announcement to complete questions. **Do not** indicate you want to work in an area where there are no jobs, or where you know you will never accept a job offer.

The names of those who pass the test are placed on lists in the order of their test results (from high to low). These lists are used to fill job openings as they occur.

Job openings depend upon such factors as retirements, resignations, promotions, transfers, and the expansion of existing programs.

- **13** Read and answer the question concerning your criminal history. Check the "Yes" box if you answer yes to any of the three questions. **If you are uncertain of your situation, answer the question "Yes" and explain your situation at the time of your interview**. Your application will be returned to you if you do not answer this question.
- **14** Indicate if the Commission has your permission to verify your experience and training/education. Print any other names your school or employment records may be listed under.
- **15** You <u>MUST</u> sign and date the **VERIFIED DECLARATION.** Your application will be returned to you if it does not contain an **original signature and current date**.

RESEARCH QUESTIONNAIRE (Page 5)

See the instructions at the top of the questionnaire.

SERVICES FOR APPLICANTS WITH DISABILITIES

If you require assistance in completing the application or anticipate the need for a testing accommodation due to a disability, please contact the Test Administration Division at (Voice) 717-787-2935 or Text Telephone (Deaf/Hard of Hearing callers only) 717-787-5581, to discuss your request. This request must be made prior to your test date. All information regarding candidate disabilities is kept confidential and is not provided to employing agencies.

WHERE TO SUBMIT YOUR APPLICATION

All applications should be mailed to:

State Civil Service Commission (ATTN: Applications) P.O. Box 569 Harrisburg, PA 17108-0569

QUESTIONS AND INFORMATION

If you have questions about civil service employment or testing, have problems completing your application or Supplement, are uncertain if you qualify for a testing program, or want other information, call us at the office nearest your home.

Harrisburg	State Civil Service Commission
	Telephone (Voice) (717) 783-3058 Text Telephone (Deaf/Hard of Hearing callers only) (717) 772-2685
Philadelphia	Eastern Regional Office
	Telephone (Voice) (215) 560-2253 Text Telephone (Deaf/Hard of Hearing callers only) (215) 560-4367
Pittsburgh	Western Regional Office
	Telephone (Voice) (412) 565-7666 Text Telephone (Deaf/Hard of Hearing callers only) (412) 565-2484

If you write, state your question, problem or request clearly, and include your social security number. Mail your requests to:

State Civil Service Commission (ATTN: Information Services) P.O. Box 569 Harrisburg, PA 17108-0569

Or E-Mail us at: <u>ra-cs-SCSCQANDA@state.pa.us</u>

SCSC-1 Rev. 06/12		State Civil P.	ealth of Penn Service Com O. Box 569 rg, PA 17108	Commission 59		Application for Employment/Promotic Please use blue or black ink to complete this application										
01	fficial	Use Onl	У	1. YOUR	SOCIAL	L SECU	IRITY N	UMBE	ર							
2. PRINT YO	UR NA	ME, ADD	RESS, TEL	EPHONE N	UMBERS	S, AND	E-MAIL	ADDRES	SS.							
Prefix: (e.g.,	Mr., Mr	s., Ms.)		First Nam	e:										MI:	
Last Name:											Suff	ix: (e	.g., Es	sq., Jr.,	III)	
Street Addre	ess:															
City:							State:				Zip	Code:				
Daytime Pho	one:							ng Phon								
E-mail Addr	ess:			an e-mail add 1. Otherwise,					nail							
3. HAVE YOU TITLE(S)? 4. JOB TITLI		5 🗌 NO		NCEMENT 1 urrent test anı ffices in Harris	nounceme	ents are a	available o	n our wel	osite (<u>ww</u>	ww.scsc	.state.	<u>pa.us</u>),	, from		DR TH	IE JOB
Test Anno				Job	<u>Title</u>	(You mu	ust submi	it a sepa	rate ap	plicatio		each Iob C			ncem	ent.)
5. IF THERE			-						,						_	_
	nticipat		ed for a te	tsburgh		tion due		sability,] nust ca	all (V		717	-787-		1
6. DO YOU N residency is r <u>Application fo</u>	equirea	l. Pennsy	lvania resic	lency require] Yes	;	No
7. ARE YOU Employment/								ions for	the App	olicatio	n for	_] Yes		No
8. DO YOU F	IAVE A	CURREN		S LICENSE		IS NO			ENSIO	N?] Yes	;	No
9. LIST LICE WHICH YOU commercial d	ARE A	PPLYING	Give lice	nse numbers												R

EQUAL OPPORTUNITY EMPLOYER

Please use blue or black ink to complete this applicati

Your Social Security Number

education) may be requested at that time. No. of credits Туре Dates Degree attended completed Did you Major course TRAINING Name and Address Recd graduate? of study From Semester Clock То ex. AA, BA BS , MA) hrs. hrs. **High School** Technical, **Business** or Other Training College, University or Professional School

11. EXPERIENCE Include paid employment, volunteer work, and military service that helps to qualify you for the job. If your title and duties changed in the course of your work with one employer, **describe** the changed duties in a new block. For each job, supply all details of your duties needed to correctly describe your work. State size and kind of work force, if any, supervised by you and extent of such supervision. <u>Attach additional sheets if needed</u>. List the question number and your social security number on each attached sheet.

A. Present or most recent	Name of Employer:	Address:	Address:			
From: Mo. Yr.				Evaluation	Verification	
To: Mo. Yr.						
	Type of Business:	Your Title:	Name and T	itle of Your Su	pervisor:	
Total time spent						
Yrs. Mos.						
Total hours worked weekly	Duties:					
Yearly Salary Starting \$ Present/Ending \$	_					

10. TRAINING Educational credits may be verified if offered a job. An Official Transcript (the only acceptable proof of claimed

Please use blue or black ink to complete this application.

11. EXPERIENCE					
В.	Name of Employer:	Address:		OFFICIAL	USE ONLY
From: Mo. Yr.				Evaluation	Verification
To: Mo. Yr.					
Total time spent	Type of Business:	Your Title:	Name and	Title of Your Su	ipervisor:
Yrs. Mos.					
Total hours worked weekly	Duties:				
weekiy					
Yaarka Calama					
Yearly Salary Starting \$					
Ending \$					
С.	Name of Employer:	Address:		OFFICIAL	USE ONLY
From: Mo. Yr.				Evaluation	Verification
To: Mo. Yr.					
	Type of Business:	Your Title:	Name and	Title of Your Su	pervisor:
Total time spent					
Yrs. Mos.					
Total hours worked	Duties:	I	1		
weekly					
Yearly Salary					
Starting \$					
Ending \$					

			Please use blue	or blac	k ink	to com	plete th	is app	licat	ion.
	Your Social	Secu	rity Number							
12. EMPLOYMENT QUESTIONNA					appli	cants to	hiring	agenc	ies.	
PLEASE COMPLETE ALL QUESTION				ent.						
A. WHAT KIND(S) OF EMPLOYM		еск ан	that apply.)							
Career Appointment (Standard	Part-Time (Less than standard		prary up to 12 months			(Standa		week,		
workweek, year round)	workweek, usually year round)	(Stand	lard workweek)	less	s than	year rou	ind)			
			Month		Da	v		Yea	ır	
B. WHEN CAN YOU START WOR	K? If not immediately provide of	late.			Ī	/	2	0		
							2	0		
	Codos ara on Pago 6 If you do	not live	in Donneylyania or	tor "O	o ″					
C. COUNTY WHERE YOU LIVE?	Loues are on Page 6. If you do l		e ili Pelilisyivalila, eli	iter 9:	9.					
D. LOCATIONS WHERE YOU WI										re
you live, unless you do not want to							job loo	cations		
Choose locations where the jobs ex	ast. If you don't accept a job of	rer, yo	ur name may be ren	novea	rrom	the list.				
								Т		
								-		
E. CAN YOU COMMUNICATE IN A L										
persons of different cultures an						es in re	espons	se to t	his	
question, you may be required	to submit additional proof or	partic	cipate in an oral in	tervie	w.					
🗌 Spanish 🔄 Russian	🗌 Vietnamese 🔛 Cam	bodia	n 🗌 Other (Sp	ecity)						
13. CRIMINAL HISTORY A "Yes"	answer will not prevent you	from l	being tested and is	s not r	neces	sarily a	a bar t	o		
employment. Your application									tiona	a/
information and will review the		ninal h	istory record. Plea	ase br	ring a	ny info	ormati	on		
explaining your criminal history	<i>to the interview.</i>									
CDIMINAL OFFENSE includes fo	lanias misdamannars and s		a ffancas							
<u>CRIMINAL OFFENSE</u> includes fe	ionies, misdemeanors and su	immai	y offenses.							
<u>CONVICTION</u> is an adjudication	of quilt and includes determ	inatio	ns before a court.	a dist	rict i	ustice	or mad	aistrat	e ar	nd
pleas of nolo contendere (no co	ontest) that result in a fine, s	enten	ce or probation.		,			,		
	-		-							
For this question disregard: of										
under a Youth Offender Law, ar			punged by a court	t or fo	r whi	ich you	succe	ssfull	V	
completed an Accelerated Reha	bilitative Disposition Program	n.								
Were you ever convicted of a c	iminal offense? OP Are you		nder charges for a	crimi	Inal			_		
offense? <u>OR</u> Have you ever fo						•	🗌 Yes	s 🗆 N	lo	
14. VERIFICATION OF EXPERIE										
appointment or promotion to a civi	l service position. The Commissi	on ma	y need to verify you	r exper	rience	e and tra	aining/	educat	ion.	
		٦.,	□							
Do we have your written permi	ssion for the verification?	⊔ Yes	NO							
The second									/	
If you do not grant permission to										
you may then be required to provi of qualifying work experience from		annny,		ciaiiii.	we	aiso illa	y requ	lie vei	IIICa	LIOII
	Tormer employers.									
If your school/employment records	are listed under another name	or nam	nes, print them below	v.						
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						(D.:.				
15. Verified Declaration - I und									~	
Pennsylvania State Civil Service Co information I have provided on this									e	
complete, accurate, true and corre										
falsification to authorities."	et. I make this decidiation subj			,		····			-	
	(Signature)			(D.	ate)					

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Please	use	Diue	or	ріаск	INK	το	complete	this	application.

Your Social Security Number

SCSC-1A RESEARCH QUESTIONNAIRE											
Rev 06/12	Rev 06/12 Instructions Your answers to the following questions will be kept confidential. Your answers will be used for										
research purposes and to help assure equal employment opportunities. Your cooperation in providing accurate											
information is important. This information is voluntary .											
A. HOW DO YOU	DESCRIBE	OURSELF?									
BLACK: (not	c of Hispanic C	rigin): Perso	ons having origins	in any of t	he Black racial gro	ups of Africa					
HISPANIC: Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.											
	WHITE: (not of Hispanic Origin): Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.										
	AMERICAN INDIAN OR ALASKAN NATIVE: Persons having origins in any of the original people of North America, and who maintain cultural identification through tribal affiliation or community recognition.										
ASIAN OR PACIFIC ISLANDER: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Islands, and Samoa.											
B. DATE OF BIRTH?											
D. WHAT IS THE	HIGHEST SO	CHOOL GRA	ADE YOU HAVE C	OMPLETE)?						
High School	7 or less	8	9	10	11	12	GED				
College	1	2	3	4	5 or more						
E. DID YOU LEA	RN ABOUT TI	HIS JOB AT	A LOCAL TEAM	PA CAREE	RLINK OFFICE?		Yes 🗌 No				

EQUAL OPPORTUNITY EMPLOYER

• INSTRUCTIONS for completing Questions 12C and 12D.

Question 12C - If you live in Pennsylvania, use the table below to find the code for the county where you live. Then enter this code in the boxes on page 4. If you live out-of-state, use code "99."

County	Code	County	Code	County	Code
Adams	01	Elk	24	Montour	47
Allegheny	02	Erie	25	Northampton	48
Armstrong		Fayette		Northumberland	
Beaver	04	Forest	27	Perry	50
Bedford	05	Franklin		Philadelphia	51
Berks		Fulton	29	Pike	
Blair	07	Greene		Potter	53
Bradford		Huntingdon	31	Schuylkill	54
Bucks		Indiana		Snyder	
Butler		Jefferson		Somerset	
Cambria		Juniata		Sullivan	57
Cameron		Lackawanna		Susquehanna	58
Carbon		Lancaster		Tioga	
Centre	14	Lawrence		Union	60
Chester		Lebanon		Venango	61
Clarion		Lehigh		Warren	
Clearfield		Luzerne		Washington	63
Clinton		Lycoming	41	Wayne	
Columbia		McKean	42	Westmoreland	65
Crawford		Mercer	43	Wyoming	66
Cumberland		Mifflin	44	York	
Dauphin		Monroe	45		
Delaware		Montgomery	46		

Question 12D - Using the table above, find the code(s) for the county or counties where you will accept employment. Enter the code for each county in the boxes on page 4. The Pennsylvania map below will show you where each county is located. Do not indicate locations where the jobs do not exist.

Example: If you would accept employment in Philadelphia County (which is code 51) and you have checked to make sure that jobs exist in Philadelphia, you would enter "51" in the box.

51



Test Centers

riangleHarrisburg	▲ Philadelphia	Pittsburgh	▼Allentown	♦Erie	⊗Lock Haven	● Johnstown	Scranton
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