

Agency-Wide Questions:

The purpose of the following questions is to obtain job-related information to evaluate you for the position for which you are applying. All information entered on the application must be accurate and complete, and only your most recent application will be considered. The Commonwealth may verify all information entered on the application, including your answers to supplemental questions. Providing false information may disqualify you from consideration for employment with the Commonwealth of Pennsylvania, or termination if employed.

- 1. First name: _____
- 2. Last name: _____
- 3. Address: _____

- 4. City: _____
- 5. State: _____
- 6. Zip code: _____

Work History

Please add additional sheets if necessary.

Company/Agency _____

Address _____

Phone _____ **Website** _____

Position _____

Hours/Week _____ **Monthly Salary** _____

Employees Supervised _____ **Dates** _____

Supervisor _____

Reason for Leaving _____

May we contact this employer? _____

Duties Summary

Company/Agency _____

Address _____

Phone _____ **Website** _____

Position _____

Hours/Week _____ **Monthly Salary** _____

Employees Supervised _____ **Dates** _____

Supervisor _____

Reason for Leaving _____

May we contact this employer? _____

Duties Summary

Education

Please add additional sheets if necessary.

School Name _____

Type _____

Address _____

Website _____

Major/Minor _____

Degree _____

Units Completed _____ **Unit Type** _____

Dates _____

Did you graduate? _____

School Name _____

Type _____

Address _____

Website _____

Major/Minor _____

Degree _____

Units Completed _____ **Unit Type** _____

Dates _____

Did you graduate? _____

7. Are you a resident of Pennsylvania? Yes No

8. Please indicate your county of residence.

9. Please indicate the name of your home municipality for tax purposes.

10. Please indicate your municipality type for tax purposes.
(Borough, City, or Township)

11. What date are you available to work?

12. Are you a veteran of the U.S. Armed Forces? Yes No

If you responded "Yes" to this question, please attach a photocopy of service discharge, DD Form 214 (Member 4 copy) or other military document(s) showing date of entry, successful completion of basic training, character of service and completion of the military service commitment. **This documentation only needs to be provided once for non-civil service hiring.**

13. Are you at least 18 years of age? Yes No

14. Are you subject to any visa or immigration status which will prevent lawful employment?

Yes No

15. Do you have employment, including self-employment, outside of the job you are seeking with the Commonwealth of Pennsylvania that you intend to continue?

Yes – I have employment that I intend to continue if selected for the job for which I am applying.

No – I will not have any supplementary employment.

If you answered "Yes" to this question, please obtain the Supplementary Employment Request Form from your HR Office and attach the completed form with this application. If selected for the job, you will be notified of the approval/disapproval of your request.

16. Are you a current or former Commonwealth of Pennsylvania employee?

Yes

No

17. If you are a current or former Commonwealth of Pennsylvania employee, please provide your eight-digit Personnel Number below.

18. If you are a current or former Commonwealth of Pennsylvania employee, please provide your employing agency below.

19. Are you a current or former employee of a county agency, housing authority, or other Pennsylvania political subdivision which contracts with the State Civil Service Commission for merit system coverage?

Yes

No

20. If you answered "Yes" to Question 19, please provide the last four digits of your Social Security Number so this employment and your civil service status can be verified.

21. If you have work or education history under a different name, please provide your former name(s) below.

22. Where did you hear about this position/Commonwealth employment?
- a. College Career Services Office
 - b. College On-Campus Event (presentation, career fair, etc.)
 - c. Commonwealth Employee
 - d. Craigslist
 - e. Direct Mailing
 - f. www.employment.pa.gov
 - g. Employment Site (Indeed, Monster, Job Gateway, etc.)
 - h. Facebook
 - i. Friend/Relative
 - j. Job Fair/Community Event
 - k. LinkedIn
 - l. PA CareerLink
 - m. PA Highway Sign
 - n. PA State Agency Website
 - o. Professional Publication/Website
 - p. Radio Ad
 - q. Recruiter
 - r. Twitter
23. If selected for the job, a verification will be made to ensure that you have timely and properly filed all Pennsylvania tax returns and timely paid any tax(es) that are owed. Are you compliant on all PA taxes?
- Yes No
24. Were you ever convicted of a criminal offense? Criminal offenses include felonies and misdemeanors. Conviction is an adjudication of guilt and includes determinations before a court, a district justice or magistrate, and pleas of nolo contendere (no contest). You may omit only: (1) offenses committed before your 18th birthday which were adjudicated in juvenile court under a Youth Offender Law and (2) any charges which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition Program. Conviction of a criminal offense is not necessarily a bar to employment; each conviction is considered for its job-relatedness.
- Yes No

25. Are charges currently pending against you for a criminal offense? Criminal offenses include felonies and misdemeanors. Criminal charges are not necessarily a bar to employment; each pending charge is considered for its job-relatedness.

Yes No

26. Have you ever forfeited bond or collateral in connection with a criminal offense? Criminal offenses include felonies and misdemeanors. Criminal charges are not necessarily a bar to employment; each pending charge is considered for its job-relatedness.

Yes No

27. If you answered "Yes" to questions 24, 25, or 26, you must provide your **date of birth** and **Social Security Number**.

28. If you answered "Yes" to questions 24, 25, or 26, you must list all convictions and pending charges. For each conviction and pending charge, provide the Level of Offense (felony or misdemeanor), Charge, Arrest Date, Municipality, State, Case Status, and any Disposition (sentence).

29. Please be advised that the information requested below will not adversely affect your chances for employment.

Please indicate any language that you can fluently speak, read, and write (other than English).

30. Please be advised that the information requested below will be kept confidential and will not affect your chances for employment. Your cooperation in providing accurate information is important. This information is voluntary. You are not required to complete this portion of the form. Your answers will be used for research purposes and to help ensure equal employment opportunities. Please provide the appropriate response to the question below.

How do you describe yourself?

- a. Hispanic/Latino: Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- b. White (Not Hispanic/Latino): Persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- c. Black/African-American (Not Hispanic/Latino): Persons having origins in any of the black racial groups of Africa.
- d. Native Hawaiian/Pacific Islander (Not Hispanic/Latino): Persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- e. Asian (Not Hispanic/Latino): Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- f. Native American/Alaskan (Not Hispanic/Latino): Persons having origins in any of the original peoples of North, Central, and South America, and who maintain tribal affiliation or community attachment.
- g. Two or More Races: Persons who identify with more than one of the races described above.

31. Please be advised that the information requested below will be kept confidential and will not affect your chances for employment. Your cooperation in providing accurate information is important. This information is voluntary. You are not required to complete this portion of the form. Your answers will be used for research purposes and to help ensure equal employment opportunities. Please provide the appropriate response to the question below.

Please check the appropriate response below.

Male _____

Female _____

32. Please be advised that the information requested below will be kept confidential and will not affect your chances for employment. Your cooperation in providing accurate information is important. This information is voluntary. You are not required to complete this portion of the form. Your answers will be used for research purposes and to help ensure equal employment opportunities. Please provide the appropriate response to the question below.

Date of Birth _____

Application Signature Verbiage:

1. Acknowledgement

- I acknowledge that any false or incomplete information may disqualify me from consideration for employment or may be grounds for dismissing me after I begin work.
- I acknowledge that only my most recent application will be considered for this job.
- I acknowledge that I must produce documentation verifying identity and employment eligibility in the U.S.
- I acknowledge that I may be required to verify any and all information given on this application.
- I acknowledge that this completed application is the property of the Commonwealth of Pennsylvania and will not be returned.
- I acknowledge that it is my responsibility to promptly update my profile to reflect any changes in my name, address, or other contact information such as email and/or phone number.

2. Consent

- I hereby give my consent to contact my former employers to provide information to the Commonwealth of Pennsylvania regarding my employment.
- I hereby give my consent to contact educational institutions I have attended to provide information to the Commonwealth of Pennsylvania regarding my employment.
- I hereby give my consent for a representative of the Commonwealth to enter, on my behalf, the information I have provided on this form and other required bid/employment related form(s) into the NEOGOV system in the form of an electronic application.

Signature

- By signing below, I hereby certify that all of the information I provided in this application is true, complete, and accurate to the best of my knowledge, information, and belief, and I make this certification subject to the penalties prescribed by 18 Pa. C.S. § 4904 (unsworn falsification to authorities).

Signature

Date