

Job Title:   
 PVA or Position No:   
 Personnel No:   
 Social Security No:

## APPLICATION FOR VACANCY

### PERSONAL

|   |                                  |                               |
|---|----------------------------------|-------------------------------|
| Last Name: <input type="text"/>                                       | First Name: <input type="text"/> | Initial: <input type="text"/> |
| Address (Mailing): <input type="text"/>                               |                                  | City: <input type="text"/>    |
| Telephone (During hours 8:30 a.m. to 5:00 p.m.): <input type="text"/> |                                  | Zip: <input type="text"/>     |
| Present Position: <input type="text"/>                                |                                  |                               |
| Current Department and Bureau: <input type="text"/>                   |                                  |                               |

### HUMAN RESOURCES USE ONLY

MASTER AGREEMENT/  
 CLASSIFICATION      SENIORITY:  
 \_\_\_\_\_  
 SENIORITY UNIT: \_\_\_\_\_  
 REMARKS:

### EDUCATION

|  |  |             |         |                      |
|--|--|-------------|---------|----------------------|
| CHECK HIGHEST YEAR OF EDUCATION COMPLETED:   | GRADE SCHOOL   | HIGH SCHOOL | COLLEGE | DEGREES:             |
| 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> |             |         | <input type="text"/> |
| NAME OTHER SCHOOLS AND COURSE OF TRAINING (Including Military), GIVING DATES AND LENGTH OF STUDY:<br><input style="width: 100%; height: 40px;" type="text"/>   |  |             |         |                      |
| LIST OFFICE MACHINES OR EQUIPMENT YOU CAN OPERATE: <input type="text"/>  |  |             |         |                      |
| LIST CURRENT LICENSES OR CERTIFICATES: i.e. STATE INSPECTION, CDL, ETC. <input type="text"/>   |  |             |         |                      |

### EMPLOYMENT RECORD

(Use block "A" to describe your present position. Then use block "B" to describe the position you held immediately prior to your present position or\*)

|   |   |   |                                   |                                 |   |
|---|---|---|-----------------------------------|---------------------------------|---|
| <b>A</b>  | FROM (MO. & YR.):<br><input type="text"/> | TO (Mo. & Yr.):<br>Present              | POSITION:<br><input type="text"/> | BUREAU:<br><input type="text"/> | IMMEDIATE SUPERVISOR:<br><input type="text"/> |
| DUTIES:<br><input style="width: 100%; height: 100px;" type="text"/> |   |   |                                   |                                 |   |
| <b>B</b>  | FROM (MO. & YR.):<br><input type="text"/> | TO (MO. & YR.):<br><input type="text"/> | POSITION:<br><input type="text"/> | BUREAU:<br><input type="text"/> | IMMEDIATE SUPERVISOR:<br><input type="text"/> |
| DUTIES:<br><input style="width: 100%; height: 100px;" type="text"/> |   |   |                                   |                                 |   |
| Date: <input type="text"/>  |   | Signature: <input type="text"/>         |                                   |                                 |   |

**\* Attach a complete resume to your Application for Vacancy. It is the employee's responsibility to ensure that enough details about positions held are provided so that a determination can be made as to whether or not an applicant meets the Minimum Experience and Training requirements for the vacancy.**

## PROSPECTIVE EMPLOYEE POLICY INFORMATION SHEET

### EMPLOYEE RELATIONSHIP POLICY

Relatives may be employed within the Department, including within the same bureau, division, or unit, except in instances where a direct or indirect supervisory relationship between relatives would result, or where the proximity of employment or nature of the positions would be such that a conflict of interest would arise in areas such as, but not limited to, evaluation of work performance, timekeeping, purchasing, or accounting. Relatives are defined as spouse, child, step-child, parent, step-parent, parent-in-law, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, common-law spouse, aunt or uncle. Subject to the foregoing limitations, all personnel transactions involving a relative will be considered in the same manner as for any other applicant or employee.

To avoid any possible conflict in Departmental policy, please complete the following questionnaire.

|  |  |               |  |
|--|--|---------------|--|
| NAME:  |  | TELEPHONE:    |  |
| STREET ADDRESS:  |  | CITY:         |  |
|  |  | ZIP CODE:     |  |
| DO YOU HAVE ANY RELATIVES CURRENTLY EMPLOYED IN THE DEPARTMENT OF GENERAL SERVICES? <input type="checkbox"/> YES <input type="checkbox"/> NO |  |               |  |
| IF YES, PLEASE LIST THEIR NAME(S) AND RELATIONSHIP:  |  |               |  |
| NAME:  |  | RELATIONSHIP: |  |
| NAME:  |  | RELATIONSHIP: |  |
| NAME:  |  | RELATIONSHIP: |  |

---

### INSTRUCTIONS TO APPLICANT

Complete both forms - the DGS Application for Vacancy and the Prospective Employee Policy Information Sheet. Print the completed forms, add your signature, and forward before the closing date directly to:

Jorgette Freysinger  
Department of General Services  
Bureau of Human Resources  
Room 500 North Office Building  
Harrisburg, PA 17125

Ensure that you have indicated the Job Title for which you are applying.

**Any bids received after the closing date will not be considered.**

**GENERAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER**