**PUBLIC UTILITY COMMISSION**

**VACANCY BIDDING FORM**

**Submit this form along with the documents requested in the vacancy announcement.**

**Incomplete bids or bids received past close of business the day the vacancy posting closes will be ineligible.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CURRENT COMMONWEALTH EMPLOYEE INFORMATION** | | | | | |
| **PERSONNEL NUMBER** | | **YOUR CURRENT AGENCY,BUREAU,OFFICE** | | **YOUR CURRENT CLASS TITLE** | |
| **HOME PHONE NUMBER** | | **WORK PHONE NUMBER** | | **EMAIL ADDRESS** | |
| **JOB VACANCY** | | | | | |
| **POSITION TITLE** | **POSITION NUMBER** | | **ANNOUCMENT NO.** | | **JOB POSTING CLOSING DATE:** |
| **PLEASE PROVIDE THE FOLLOWING INFORMATION** | | | | | |
| **IF YOU ARE NOT CURRENTLY WORKING FOR THE COMMONWEALTH OF PA – DO YOU HAVE PRIOR COMMONWEALTH SERVICES?**  YES NO If no, please go to <http://www.scsc.pa.gov/Job-Seekers/Pages/CivilServiceFAQs.aspx> | | | | | |
| **IF YES, WHAT WAS YOUR DEPARTURE DATE?** | | **WHAT WAS YOUR CLASSIFICATION TITLE?** | | **LAST PAY RANGE?** | |

Please send bid packets to:

**Public Utility Commission   
        Human Resource Office   
        400 North Street   
        3rd Floor, Keystone Building   
        Harrisburg, PA 17120   
        FAX: 717-772-3177**

**Signature**:­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**:­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name**:­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_