

# PERSONAL DATA SHEET

## SECTION 1

SOCIAL SECURITY NUMBER LAST NAME:

FIRST NAME:

MAILING ADDRESS - STREET & NUMBER

CITY

STATE

ZIP CODE

EMAIL ADDRESS

TELEPHONE # (HOME)

DATE AVAILABLE FOR WORK

MINIMUM SALARY YOU WILL ACCEPT

DESIRED LOCATION OF EMPLOYMENT: REFER TO LISTING OF COUNTY CODES AND ENTER IN THE BOXES BELOW THE APPROPRIATE CODE(S) OF COUNTIES WHERE YOU WILL ACCEPT EMPLOYMENT (IN PRIORITY ORDER). EXAMPLE: DAUPHIN COUNTY="22"

01 -ADAMS	10 -BUTLER	19 -COLUMBIA	28 -FRANKLIN	37 -LAWRENCE	46 -MONTGOMERY	55 -SNYDER	64 -WAYNE
02 -ALLEGHENY	11 -CAMBRIA	20 -CRAWFORD	29 -FULTON	38 -LEBANON	47 -MONTGOMERY	56 -SOMERSET	65 -WESTMORELAND
03 -ARMSTRONG	12 -CAMERON	21 -CUMBERLAND	30 -GREENE	39 -LEHIGH	48 -NORTHAMPTON	57 -SULLIVAN	66 -WYOMING
04 -BEAVER	13 -CARBON	22 -DAUPHIN	31 -HUNTINGDON	40 -LUZERNE	49 -NORTHUMBERLAND	58 -SUSQUEHANNA	67 -YORK
05 -BEDFORD	14 -CENTRE	23 -DELAWARE	32 -INDIANA	41 -LYCOMING	50 -PERRY	59 -TIOGA	68 -OUT OF STATE
06 -BERKS	15 -CHESTER	24 -ELK	33 -JEFFERSON	42 -MCKEAN	51 -PHILADELPHIA	60 -UNION	69 -STATE WIDE
07 -BLAIR	16 -CLARION	25 -ERIE	34 -JUNIATA	43 -MERCER	52 -PIKE	61 -VENANGO	
08 -BRADFORD	17 -CLEARFIELD	26 -FAYETTE	35 -LACKAWANNA	44 -MIFFLIN	53 -POTTER	62 -WARREN	
09 -BUCKS	18 -CLINTON	27 -FOREST	36 -LANCASTER	45 -MONROE	54 -SCHUYLKILL	63 -WASHINGTON	

COUNTY OF RESIDENCE

TYPE OF EMPLOYMENT FOR WHICH YOU ARE APPLYING: (CHECK ALL THAT APPLY)

PERMANENT FULL-TIME  PERMANENT PART-TIME  TEMPORARY FULL-TIME  TEMPORARY PART-TIME  COLLEGE INTERNSHIP  SEASONAL

DO YOU POSSESS A LEGAL AND CURRENT DRIVER'S LICENSE?  Yes  No WHICH OF THE FOLLOWING CURRENT AND VALID LICENSES DO YOU POSSESS?  CNA  HVAC  CDL  AUTO DIESEL MECHANIC ARE YOU A VETERAN OF THE US ARMED FORCES?  Yes  No

ARE YOU SUBJECT TO ANY VISA OR IMMIGRATION STATUS WHICH WILL PREVENT LAWFUL EMPLOYMENT?  Yes  No

WERE YOU EVER CONVICTED OF A CRIMINAL OFFENSE, OR HAVE YOU EVER FORFEITED BOND OR COLLATERAL IN CONNECTION WITH A CRIMINAL CHARGE?  Yes  No  
 The term criminal offense is defined as a felony, misdemeanor, summary offense, and/or conviction resulting from a plea of nolo contendere (no contest). You may omit only: (1) minor traffic violations; (2) offenses committed before your 18th birthday, which were adjudicated in juvenile court or under a youth offender law; and (3) convictions 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 a bar to employment in all cases. Each case is considered on its merit.

If you answered, "YES" - On a separate piece of paper you must list all offenses, and for each conviction give details including city, state, date of conviction, and disposition.

I CERTIFY THAT ALL OF THE STATEMENTS MADE BY ME ARE TRUE, COMPLETE, AND CORRECT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH. I AM AWARE THAT ALL STATEMENTS MADE BY ME ON THIS DOCUMENT ARE SUBJECT TO INVESTIGATION INCLUDING VERIFICATION OF PRIOR EMPLOYMENT AND EDUCATION.

SIGNATURE (IN INK) OF APPLICANT

Date

## SECTION 2 RESEARCH QUESTIONNAIRE

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 ASSURE EQUAL EMPLOYMENT OPPORTUNITIES. PLEASE CHECK THE APPROPRIATE RESPONSE TO EACH QUESTION.

GENDER  Male  Female

DATE OF BIRTH

RACE (HOW DO YOU DESCRIBE YOURSELF?)

- BLACK/AFRICAN AMERICAN (NOT OF HISPANIC ORIGIN): Persons having origins in any of the black racial groups 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 to the original peoples of Europe, North Africa, or the Middle East.
- AMERICAN INDIAN/ALASKAN NATIVE: Persons having origins in any of the original peoples of North and South America, and who maintain cultural identification through tribal affiliation or community affiliation.
- ASIAN OR PACIFIC ISLANDER: Persons having origins in any 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.

**SECTION 3**

**FOR CLERK TYPIST APPLICANTS ONLY**

Testing is required for all Non-Civil Service Clerk Typist positions, and is conducted by the Civil Service Commission. The Commission will notify you by mail or email of your test date. There are several test centers throughout the state. The Harrisburg, Philadelphia, and Pittsburgh locations administer the tests Monday through Friday. The other test center locations administer the tests on Tuesdays, Wednesdays (some evenings), and every other Saturday. Please indicate below where you would like to be tested.

The Clerk Typist test has two parts: a typing test weighted 50% and general test weighted 50%. Both of these test parts are administered on a personal computer. No previous computer experience is necessary to take the test. There is a 5-minute practice typing exercise followed by the actual typing test, which is also 5 minutes. To pass, you must type 40 words per minute after deduction for errors. **If your score is less than 40wpm, you may retake the typing test once on the same day.** After passing the typing portion, you will take the second part of the exam on the personal computer involving math, spelling, grammar, etc. The two portions are combined into one score called a Final Earned Rating (FER).

**If you do not pass the typing test on the second try or if you pass the typing portion but fail the general exam, you are required to wait 75 days before retesting.** You will then be required to re-apply and retake all parts of the examination. Your most recent examination result will be the only one counted.

If you pass the Civil Service test, your results will be forwarded to BSE and you will be eligible for both Civil Service and Non-Civil Service employment. You will remain on the Civil Service employment list for the period of time indicated on your "Notice of Examination Results" form; and you will also remain active in BSE for one year. If you have any questions about the testing process, please contact this office at (717) 787-5703 [TTY (717) 787-0570].

**ONLY APPLICANTS APPLYING FOR CLERK TYPIST POSITIONS MUST COMPLETE THE FOLLOWING SECTION.**

Name: _____		SSN _____	
Please indicate where you would like to be tested: (Check only 1 location)			
Monday through Friday locations		Tuesday, Wednesday, and Saturday locations	
<input type="checkbox"/> Harrisburg	<input type="checkbox"/> Philadelphia	<input type="checkbox"/> Pittsburgh	<input type="checkbox"/> Allentown <input type="checkbox"/> Erie <input type="checkbox"/> Johnstown <input type="checkbox"/> Lock Haven <input type="checkbox"/> Scranton
<b>Unsworn Declaration: I understand by submitting this Application for Employment I am agreeing to be bound by the following declaration: "I declare that all of my answers on this application are complete, true and correct. I make this declaration subject to the penalties of 18 PA.C.S. 4904 relating to unsworn falsification to authorities."</b>			
_____ (Signature)		_____ Date	

# APPLICANT INSTRUCTIONS

## Non-Civil Service Commonwealth Employment

The Commonwealth of Pennsylvania offers exciting career opportunities in a wide range of fields including clerical, correctional, entry level/unskilled, security and investigative, skilled trades, management, or internships. The Bureau of State Employment (BSE) utilizes document imaging technology which reads and extracts applicant skills and experience which are matched to the minimum experience and training (METs) requirements of Non-Civil Service (NCS) positions. This assists our staff in quickly determining applicant's qualifications for positions. Therefore ....

### \* RESUMES ARE REQUIRED \*

All applicants applying for NCS Employment with the Commonwealth of Pennsylvania are required to submit typed resumes.

### HOW TO APPLY

1. IF YOU HAVE A RESUME PREPARED...  
Simply complete the attached PERSONAL DATA SHEET (PDS) and forward it along with your RESUME.  
NOTE: A RESUME submitted WITHOUT an accompanying PDS will be considered INCOMPLETE, AND WILL BE RETURNED TO YOU.
2. IF YOU NEED TO PREPARE A RESUME...  
Assistance is available at your local CareerLink, Office of Vocational Rehabilitation, and the Bureau of State Employment.
3. Forward your typed RESUME and PDS to:  
Bureau of State Employment  
110 Finance Building  
Harrisburg, PA 17120-0018

### GENERAL INFORMATION

#### • SERVICES FOR APPLICANTS WITH DISABILITIES

If, due to a disability, you anticipate the need for an accommodation in order to participate in this process, please contact BSE at (717)787-5703 [TTY (717)787-0570] to discuss your request.

#### • VETERANS' PREFERENCE

To be considered a veteran, you must have been on active military duty since December 7, 1941. Your separation must have been under Honorable or other acceptable conditions. Preference may be granted if you are a veteran, the spouse (who has not remarried) of a deceased veteran, or the spouse of a disabled veteran.

#### • COMMERCIAL DRIVER'S LICENSE REQUIREMENTS

Applicants and employees will be subject to the drug and alcohol testing requirements of the Omnibus Transportation Employee Testing Act of 1991, specifically 49 CFR Parts 40 and 382 for positions which require a Commercial Driver's License (CDL).

#### • AGE REQUIREMENT

Candidates referred from BSE must be 18 years of age, unless working as part of the Commonwealth's **School-to-Work Program** for high school students.

#### • HOW LONG IS MY RESUME KEPT ON FILE?

Your resume will be maintained on file for a period of ONE YEAR. At the end of that time it will automatically become inactive. It will be necessary for you to submit an updated resume and Personal Data Sheet.

#### • HOW DO I UPDATE INFORMATION ON MY FILE?

If your information changes, please submit an updated resume and PDS to this office.

#### • VISIT OUR WEBSITE !

For more information on specific job classifications, recruitment highlights, seasonal employment programs, internships, etc. contact us at: <http://www.bse.state.pa.us>

If you have any additional questions about Commonwealth employment or testing, call us at (717)787-5703 [TTY (717)787-0570] or email us at [ra-bsewebe-mail@state.pa.us](mailto:ra-bsewebe-mail@state.pa.us). If you write, state your question or request clearly. Include your name and social security number. Send your requests to the address listed above.