

COUNTY OF ERIE

JOB APPLICATION PROCEDURE

General Information:

- We hire only US citizens or aliens authorized to work in the US.
- We are an equal opportunity employer.
- We accept job applications **only** for posted vacancies.
- **All new applicants will be subject to a criminal background check.**
- Refer to the County's anti-nepotism policy; you may not be eligible for employment in certain offices if you have relatives currently working for Erie County Government.
- Qualified union-represented employees may have preference for union-represented positions; however, qualified individuals outside of the union will be eligible in the absence of union bidders.
- Positions in the Human Services Department require PA State Civil Service certification. In order to be eligible for consideration for such jobs, you must already have passed a test and be certified by the State Civil Service Commission prior to applying for the position.

(For more information regarding the PA State Civil Service testing and certification process, contact Team PA Career Links @ (814) 455-9966)

If you wish to apply for a posted position:

1. First, check the qualification requirements for the posted position before you apply. You will not be eligible for hire into a position in which you do not meet the minimum requirements.
2. If you meet the qualifications stated for a posted job and wish to apply for that job, you can download the County Employment Application and Job Bid forms for completion. Complete, sign, & date **both** forms (read the top of the bid form before completing). A separate Job Bid Form must be completed for each position in which you are applying.
3. Mail your completed and signed application & bid forms, resume optional, to the County Personnel Office (address is on top of application form), or fax them to (814) 451-6484 before the closing date indicated on the job announcement.
4. Allow 4 - 6 weeks (from the closing date) for a response to your job bid.
5. Current County of Erie employees should access "Job Bid Procedure for Current County Employees" also listed under this section.

Failure to properly complete, sign or date the Employment Application and Job Bid form, or if application/bid is received after the closing date, will disqualify you from consideration for a job.