

# COUNTY OF ERIE

## JOB BID FORM

The County Personnel Department is responsible for certifying which applicants meet the minimum requirements for employment positions posted by the County of Erie. Your application form is the documentation used by the Personnel Department for this purpose. If the application (and resume, if provided) does not provide sufficient information indicating you possess the minimum requirements for the position in which you are making application, you will **not** be certified as eligible for employment in that particular position. Make sure you have properly and fully completed your application form. You are encouraged to attach a personal resume with your application. The Bid Form is used as a quick reference to establish whether or not you meet the minimum requirements for the specific position for which application is made. Information given on your bid form must be backed up by data on your application form and/or resume. **You must complete a separate job bid form for each position for which you are making application.**

Once the Personnel Department has established a certified list of applicants eligible for hire, the list is sent to the County department where the job opening exists. The department is then responsible for selecting individuals from the certified list for interviews and possible employment.

For some job openings, either the Personnel Department or the department where the job opening exists may test applicants to determine compliance with the minimum skill requirements. **For all job openings, any newly hired employee will be required to pass a criminal background check.**

Applicant's Name \_\_\_\_\_ SSN \_\_\_\_\_

Phone number \_\_\_\_\_ Date available for work \_\_\_\_\_

Position for which you are applying \_\_\_\_\_

(Position title)

(Department)

Are you able to perform the essential duties and functions of this position (as listed in the "Duties & Responsibilities" and "Knowledge, Skills, & Abilities" sections of the position announcement)? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you presently employed by the County of Erie? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is your present position and department? \_\_\_\_\_

(Position title)

(Department)

AFTER REVIEWING THE MINIMUM QUALIFICATIONS FOR THE POSTED POSITION, INDICATE THAT YOU MEET EACH OF THE SPECIFIED QUALIFICATIONS/REQUIREMENTS BY COMPLETING THE FOLLOWING INFORMATION (**please do not write "see resume"**):

List the **job's** minimum qualifications (as stated under the "**Minimum Requirements/Qualifications**" section of the position announcement)

List **your own** qualifications proving that you meet each of the **job's** stated qualifications/requirements

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

6. \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **THIS SECTION FOR PERSONNEL DEPARTMENT OR DEPARTMENT HEAD USE ONLY**

Qualified? Yes \_\_\_\_\_ No \_\_\_\_\_

If current employee:

Comments:  
5/05

Bargaining unit \_\_\_\_\_

Seniority date \_\_\_\_\_