

CPSI Application Instructions

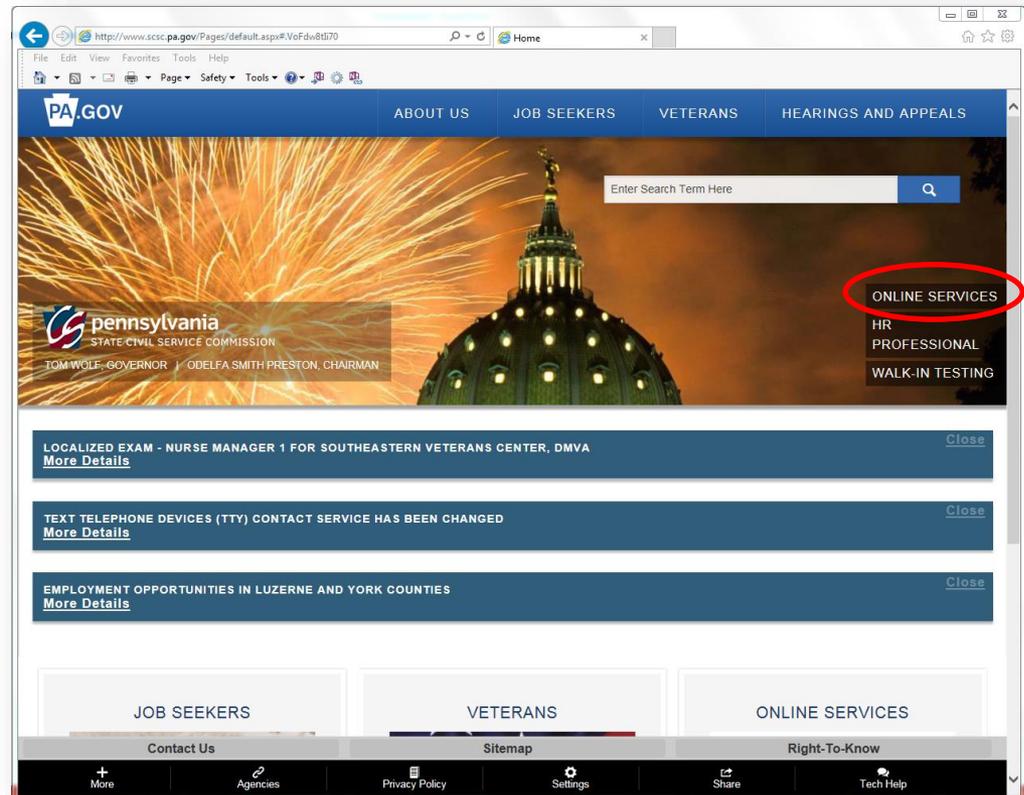
Follow these steps to apply for the Commonwealth Public Service Intern through the State Civil Service Commission website.

If you are a new user, the online application will include additional steps to gather information such as your education and work history that are not depicted in this document.

Step 1: Go to the State Civil Service Commission website at www.scsc.pa.gov.

Desktop: Select Online Services on the right side of the home page.

Mobile: Select Menu > Online Services.



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Step 2: Access the SCSC online application portal.

New Users:

Select Create an Account.

Returning Users:

Enter your username and password and then select Log In.

Choose Need Help? if you cannot remember your credentials.

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Login to your SCSC Account

*Required Fields

* Username:

* Password:

Log In

Need Help?

New user? [Create an Account](#)

[Change Password](#)

SECURITY ALERT

To protect the security of your personal information, when you have completed your employment application, please log out of this site.

*Note: Applicant registration accounts which have not been updated within 12 months and have no applications on file will be purged. Once your account is purged, you will be required to register again in order to submit an online application.

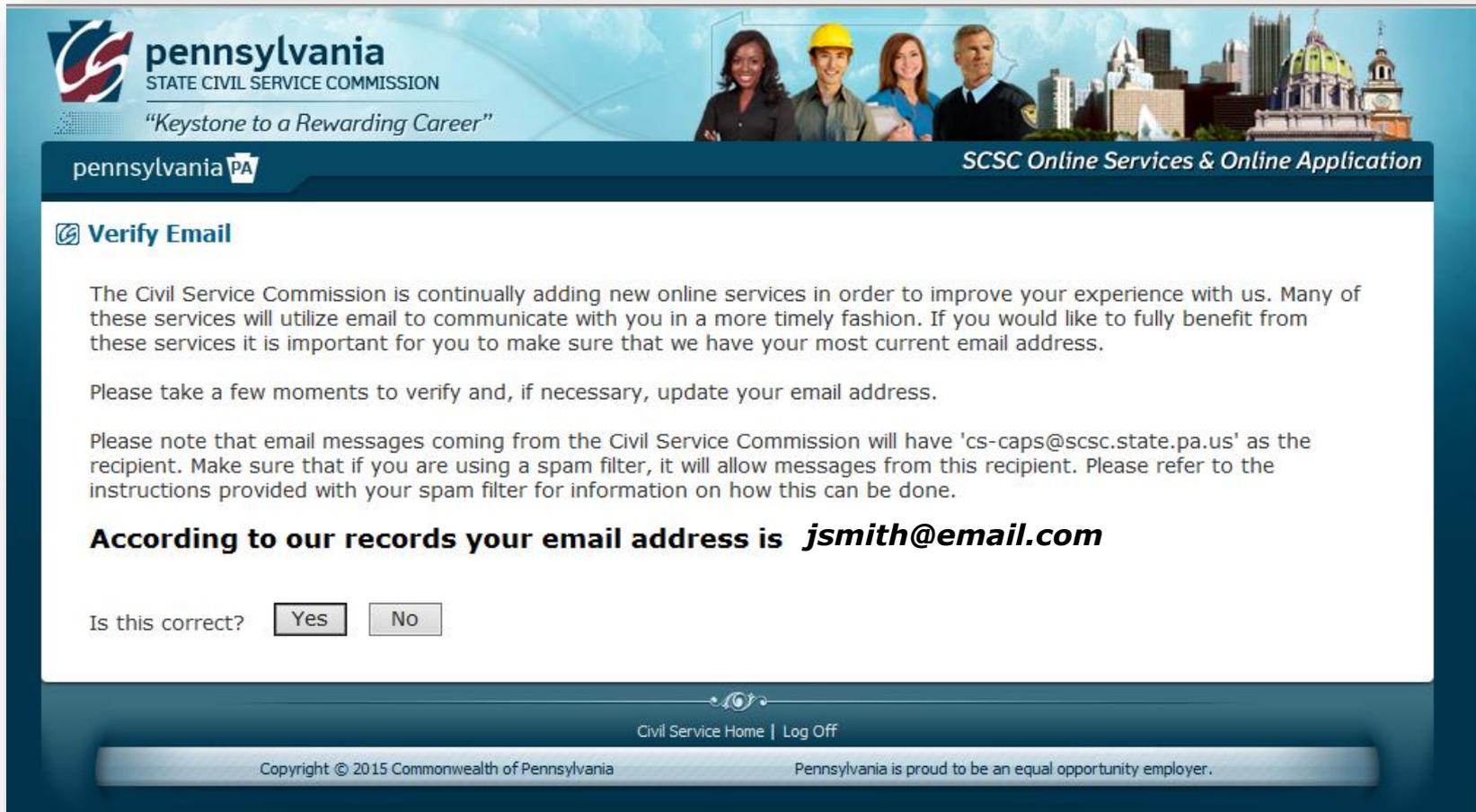
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Step 3: Verify your email address.

Select Yes if correct.



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Verify Email

The Civil Service Commission is continually adding new online services in order to improve your experience with us. Many of these services will utilize email to communicate with you in a more timely fashion. If you would like to fully benefit from these services it is important for you to make sure that we have your most current email address.

Please take a few moments to verify and, if necessary, update your email address.

Please note that email messages coming from the Civil Service Commission will have 'cs-caps@scsc.state.pa.us' as the recipient. Make sure that if you are using a spam filter, it will allow messages from this recipient. Please refer to the instructions provided with your spam filter for information on how this can be done.

According to our records your email address is *jsmith@email.com*

Is this correct?

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Step 4: Select *View Open Announcements & Apply*.

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Main Menu

Our options have changed. Hover over links to see details.

Select an option from the list below

- VIEW OPEN ANNOUNCEMENTS & APPLY**
- APPLICATION STATUS
- MY ACCOUNT

My Employment Preferences

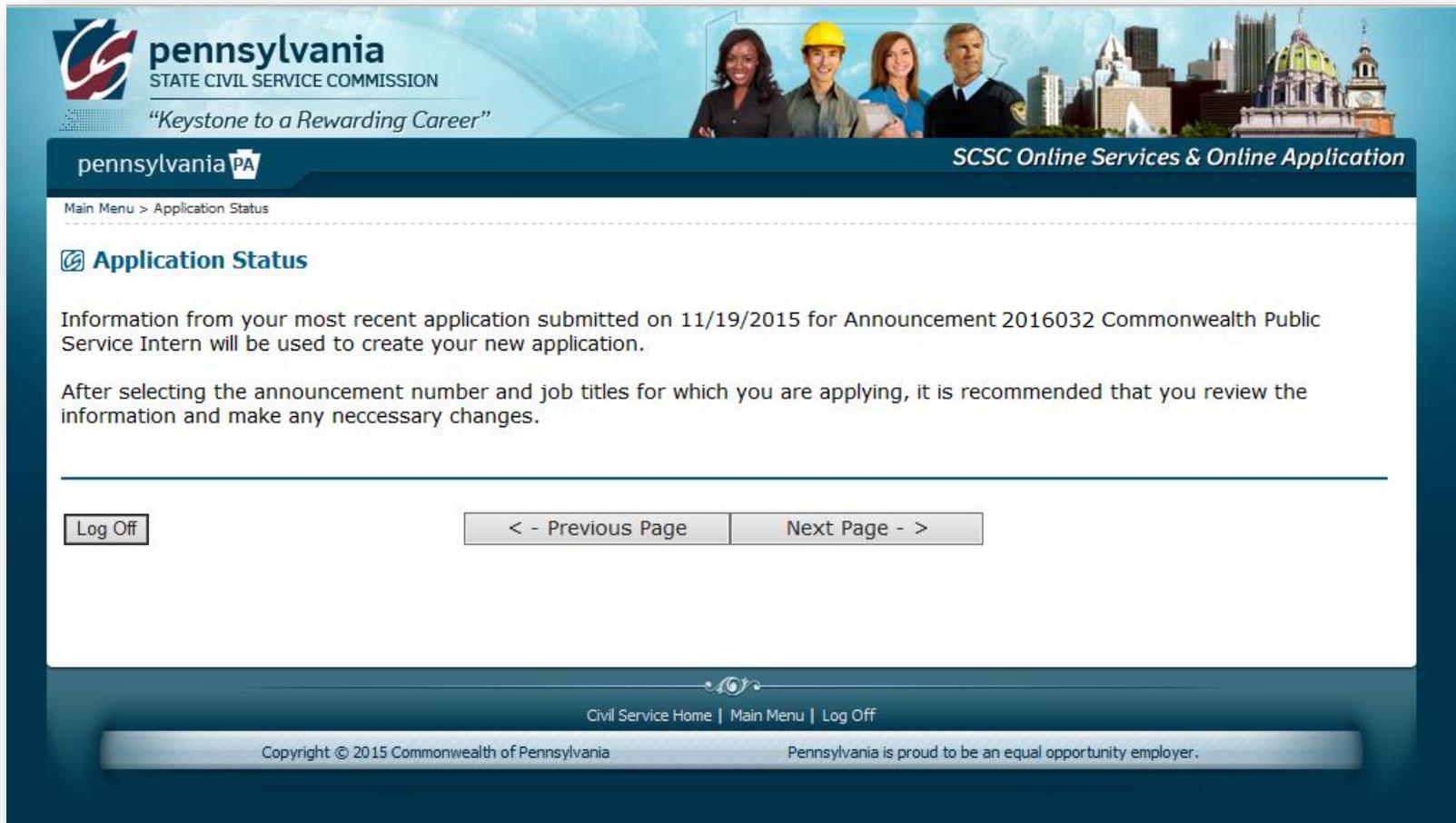
	Completion Date
Bachelor's Degree Program Survey	11/19/2015

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Step 5: If you have applied for other civil service positions, you will receive a message similar to the one below. Select *Next Page* to continue.



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Main Menu > Application Status

Application Status

Information from your most recent application submitted on 11/19/2015 for Announcement 2016032 Commonwealth Public Service Intern will be used to create your new application.

After selecting the announcement number and job titles for which you are applying, it is recommended that you review the information and make any necessary changes.

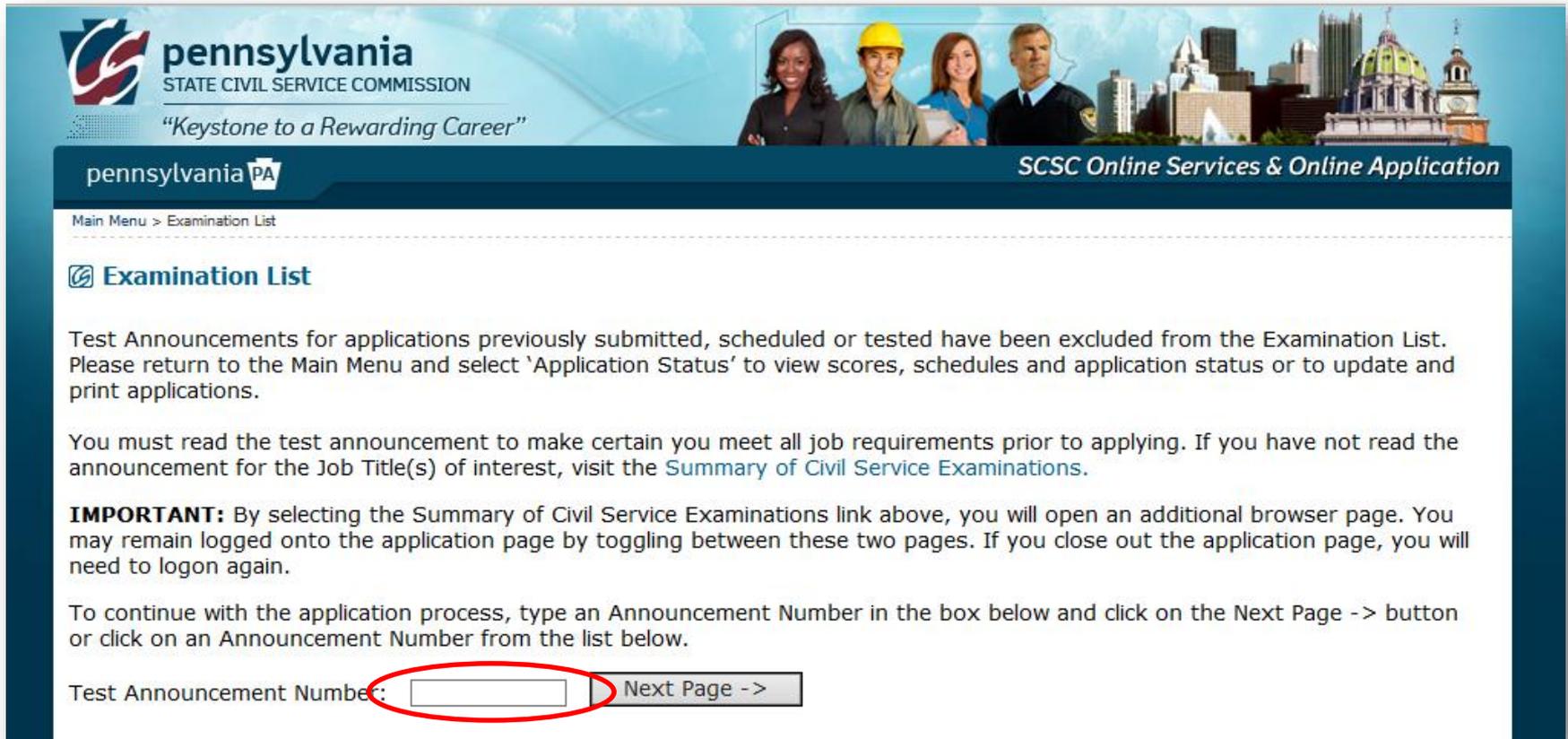
[Log Off](#) [< - Previous Page](#) [Next Page - >](#)

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Step 6: Enter **2016032 into the Test Announcement Number field and select *Next Page*. Or, scroll to the bottom of the page and select *Commonwealth Public Service Intern*.**



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Main Menu > Examination List

Examination List

Test Announcements for applications previously submitted, scheduled or tested have been excluded from the Examination List. Please return to the Main Menu and select 'Application Status' to view scores, schedules and application status or to update and print applications.

You must read the test announcement to make certain you meet all job requirements prior to applying. If you have not read the announcement for the Job Title(s) of interest, visit the [Summary of Civil Service Examinations](#).

IMPORTANT: By selecting the Summary of Civil Service Examinations link above, you will open an additional browser page. You may remain logged onto the application page by toggling between these two pages. If you close out the application page, you will need to logon again.

To continue with the application process, type an Announcement Number in the box below and click on the Next Page -> button or click on an Announcement Number from the list below.

Test Announcement Number: Next Page ->

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Step 7: Select *Check ALL that apply* next to Commonwealth Public Service Intern and then select *Next Page*.

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Main Menu > Job Class List

Job Class List

Below is a list of job titles included on 2016032 Commonwealth Public Service Intern. Select all job titles for which you want to be tested.

You may NOT add job titles after you have tested. You will receive a confirmation number when you complete your application. If you do not receive a confirmation number, your application has NOT been accepted. Call our Information Services at (717) 787-7811 for assistance.

If you have **not read** the announcement for the Job Title(s) of interest, visit the [Announcement Details](#) now before you continue.

IMPORTANT: By selecting the Summary of Civil Service Examinations link above, you will open an additional browser page. You may remain logged onto the application page by toggling between these two pages.

Check ALL that apply	Examination Number	Job Title	Job Code
<input checked="" type="checkbox"/>	1	Commonwealth Public Service Intern	08001

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Step 8: Select Yes to indicate that you meet the PA residency requirements for civil service employment and then select *Next Page*. You can select the *residency requirements* link for additional details.

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Main Menu > Question & Answer

Question & Answer

The following question is used to determine if you meet requirements of the selected job title(s). You must select an answer before you can proceed.

Be advised that it is unlawful to provide false information. By participating in the application process, you affirm that the information you provide contains no misrepresentation or falsification, omission, or concealment of material facts, and that the information given is true and complete to the best of your knowledge and belief.

You must be a PA resident to apply for Commonwealth Public Service Intern. Please read the [residency requirements](#).

Requirement

Are you a resident of Pennsylvania?

Do you meet this requirement?

Yes No

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Step 9: Select Yes to indicate that you understand that your school must submit a Participation Form on your behalf and then select *Next Page*.

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Main Menu > Question & Answer

Question & Answer

The following question is used to determine if you meet requirements of the selected job title(s). You must select an answer before you can proceed.

Be advised that it is unlawful to provide false information. By participating in the application process, you affirm that the information you provide contains no misrepresentation or falsification, omission, or concealment of material facts, and that the information given is true and complete to the best of your knowledge and belief.

Requirement

In order to qualify for this internship, do you understand that you must submit the Participation Form (Application Supplement No 2016-032-1) found on the announcement?

Do you meet this requirement? Yes No

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Step 10: Select Yes to indicate that you understand that your school must submit a Participation Form on your behalf and then select *Next Page*.

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Main Menu > Question & Answer

Question & Answer

The following question is used to determine if you meet requirements of the selected job title(s). You must select an answer before you can proceed.

Be advised that it is unlawful to provide false information. By participating in the application process, you affirm that the information you provide contains no misrepresentation or falsification, omission, or concealment of material facts, and that the information given is true and complete to the best of your knowledge and belief.

Requirement

Are you currently enrolled as a full-time undergraduate student in an accredited college/university in a declared bachelor's degree program; have you successfully completed at least 30 credits (Will need at least 60 credits at time of hire) ?

Do you meet this requirement?

Yes No

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Step 11: Select *Career Appointment* for question A. Indicate your desired start date for B and your county of residence for C. Select *Next Page* to continue.

The screenshot shows the 'Employment Questionnaire' page on the SCSC Online Services & Online Application website. The header includes the Pennsylvania State Civil Service Commission logo and the slogan 'Keystone to a Rewarding Career'. The page title is 'Employment Questionnaire' and the breadcrumb trail is 'Main Menu > Employment Questionnaire'. The main content area contains the following text and form elements:

This information is used in sending the names of successful applicants to hiring agencies. PLEASE COMPLETE ALL QUESTIONS. If you do not, you may limit your chances for employment.

* = Required information

*** A. What kind(s) of employment will you accept?** (Check all that apply.)

- Career appointment (standard workweek, year-round)
- Part-time (less than standard workweek, usually year-round)
- Temporary up to 12 months (standard workweek)
- Seasonal (standard workweek, less than year-round)

B. When can you start work? (If not immediately, provide date.)

< December 2015 >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

*** C. County where you live?**

Dauphin

At the bottom of the page, there are three buttons: 'Log Off', '< - Previous Page', and 'Next Page - >'.

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Step 12: Select up to 10 counties where you would be willing to work by clicking them on the map. Select *Next Page* to continue.

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Main Menu > Counties of Availability

Counties of Availability

Click on the map below to choose the counties where you will accept employment. You may choose up to 10 counties. Be sure to include the county where you live, unless you do not want to work there. Refer to the test announcement or contact the hiring agency for job locations. Choose locations where the jobs exist. If you don't accept a job offer, your name may be removed from the list.



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Step 13: Select *Next Page* to continue after you have reviewed the requirements for the Commonwealth Public Service Intern.

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Main Menu > Work History/Education Requested

Work History/Education Requested

The information contained in the 'Training and Experience' sections of this application is used to determine whether or not you meet the requirements outlined in the 'Job Requirements' section of the Test Announcement. If you do not provide any information in this section, you may be deemed ineligible for the job class(es).

[Click here to review Job Requirements for Commonwealth Public Service Intern](#)

Job Requirements can be found by clicking the above link.

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Step 14: Review your application information to make sure everything is correct, and then select *Next Page* at the bottom to continue.


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Main Menu > Review Application

Review Application

You may review your Employment Application entries here and make changes as necessary. To return to the information you want to change, Click on the links on the left side of the screen. When you click on "Next Page - >" - that information will be updated, and you will be returned to this page to complete your review.

Nam: _____
 Social Security Number: **SSN is on file, but is not displayed for security reasons.**
 Test Announcement you are applying for: **2016032 Commonwealth Public Service Intern**
 Positions Selected From Test Announcement:

Examination Number	Job Title	Job Code
1	Commonwealth Public Service Intern	08001

Kind of Employment you will accept: **Career appointment (Standard work week, year-round)**
 When You Can Start Work: **Monday, December 28, 2015**
 County Where You Live: **Dauphin**
 Locations You Will Accept Employment In:
County 1: Dauphin
County 2: Lebanon
County 3: Lancaster
County 4: York
County 5: Adams
County 6: Cumberland
County 7: Perry
County 8: Northumberland
County 9: Schuylkill
County 10: Juniata

Residence Address: _____
 Daytime Number: _____
 Evening Number: _____
 E-mail Address: _____
 Residence Status: **You indicated you ARE a resident of Pennsylvania.**
 Veterans Preference: **You indicated you ARE NOT eligible for Veterans Preference.**
 Current Drivers License Status: **You indicated you HAVE a valid Drivers License.**
 Issuing State: **PA**
 Drivers License Number: **Drivers License Number is on file, but is not displayed for security reasons.**
 Origin: **White**
 Date of Birth: _____
 Gender: _____
 Highest Grade Completed: _____

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Step 15: Select your major from the list and select *Next Page* to continue.

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Main Menu > Category List

Category List

Name: Bachelor's Degree Program Survey

Instructions: The following survey allows you to select the Bachelor's Degree Program in which you are currently enrolled. To begin, please select which one of the twelve general categories listed below most closely fits your major field of study. You may need to browse more than one category to find your major field of study, but you may modify or change this selection at any time. Once the general category is selected, a more specific list of majors will be available. You must complete this survey to be considered for this program and to have your name included in future requests for selective criteria. If you want to complete or update this survey in the future, please log onto Online Services on our web page.

- Agriculture, Environmental, and Science
- Architecture
- Arts, Fine Arts, and Music
- Behavioral/Social Science and Human Services
- Business, Accounting and Finance, and Management
- Communications
- Conservation, Natural Resources, and Recreation
- Education
- Engineering
- Health Care
- Information Systems and Computer Science
- Liberal Arts

[Log Off](#) [< - Previous Page](#) [Next Page - >](#)

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Step 16: Select a more specific major or field of study from the list and select *Next Page* to continue. If none of the options apply to you, select *Other*.

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Main Menu > Survey

Survey

Bachelor's Degree Program Survey
Communications

Instructions: The following survey allows you to select the Bachelor's Degree Program in which you are currently enrolled. To begin, please select which one of the twelve general categories listed below most closely fits your major field of study. You may need to browse more than one category to find your major field of study, but you may modify or change this selection at any time. Once the general category is selected, a more specific list of majors will be available. You must complete this survey to be considered for this program and to have your name included in future requests for selective criteria. If you want to complete or update this survey in the future, please log onto Online Services on our web page.

Please select your major field of study from the list that most closely matches the program you are currently enrolled. If none of the options are similar to your major, you may select the last option.

- Advertising/Public Relations
- Film-Video/Television
- Journalism
- Media Studies and Integrated Programs
- Telecommunications
- Other

Log Off < - Previous Page Next Page - >

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Step 17: Select *Next Page* to continue or *Previous Page* to review or change your responses.

The screenshot displays the Pennsylvania State Civil Service Commission (SCSC) online application interface. At the top left, the logo for the Pennsylvania State Civil Service Commission is visible, along with the tagline "Keystone to a Rewarding Career". The header includes the text "pennsylvania PA" and "SCSC Online Services & Online Application". The main content area shows the "Transition" section with a message: "You have completed the Bachelor's Degree Program Survey. You may change any of your selections now by clicking on the Previous Page button. If you want to change any of your selections in the future, you may do so by returning to our website. If you do not wish to make any changes to the Bachelor's Degree Program Survey at this time, please click Next Page to continue." Below the message are two buttons: "Logout" and "< - Previous Page | Next Page - >". The footer contains the text "Civil Service Home | Main Menu | Log Off" and "Copyright © 2015 Commonwealth of Pennsylvania" and "Pennsylvania is proud to be an equal opportunity employer."

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Step 18: Indicate whether you have a criminal history, type your name into the *Signature* field and select *Submit Application*. Congratulations! You are finished.

The screenshot shows the Pennsylvania State Civil Service Commission (SCSC) online application interface. The header includes the SCSC logo and the slogan "Keystone to a Rewarding Career". The page title is "Criminal History and Unsworn Declaration".

*** Criminal History** - A "Yes" answer will not prevent you from being tested and is not necessarily a bar to employment. Your application will be provided to hiring agencies. A prospective hiring agency may ask for additional information and will review the job-relatedness of your criminal history record. Please bring any information explaining your criminal history to the interview.

CRIMINAL OFFENSE includes felonies, misdemeanors and summary offenses.

CONVICTION is an adjudication of guilt and includes determinations before a court, a district justice or magistrate and pleas of nolo contendere (no contest) that result in a fine, sentence or probation.

For this question disregard: offenses committed before your 18th birthday which were adjudicated in juvenile court under a Youth Offender Law, and any charges which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition Program.

Were you ever convicted of a criminal offense? OR Are you now under charges for a criminal offense? OR Have you ever forfeited bond or collateral in connection with a criminal offense? Yes No

*** Verified Declaration** - I understand that by submitting this completed Application for Employment/Promotion to the Pennsylvania State Civil Service Commission, I am agreeing to be bound by the following declaration: "I declare that all of the information I have provided on this application, and on any other required supplement or document also provided by me, is complete, accurate, true and correct. I make this declaration subject to the penalties of 18 PA.C.S. 4904 relating to unsworn falsification to authorities."

(Signature)

Logout <- Previous Page Submit Application

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