

## Civil Service Information

The following steps describe the basic process required to apply for civil service employment.

- Review the *Summary of Civil Service Examinations*.  
These are available online at [www.scsc.state.pa.us](http://www.scsc.state.pa.us).
- View the various categories and test announcements for the jobs in which you are interested.
- Read the test announcements thoroughly. Be sure that you meet the minimum requirements and qualifications for each job.
- Complete a *civil service application for employment*, you can do this online or download a paper version from the website. The test announcement may specify what other documents you are required to submit with the application (**examples: veteran's credentials, application supplements, etc.**).
- If you apply online for a job that requires a written, oral, or performance examination, you will be automatically directed to select a date, time, and location to take your civil service test. (Local examinations are given on computer at the Hiram G. Andrews Center in Johnstown-Westmont- Tues.& Weds. & every other Sat.) If you complete a paper application, wait to be notified by postcard of the date and time.
- If you pass the test and meet the minimum requirements, your name is placed on the list of eligible candidates (eligible list) for that job title according to your score.
- You will receive a listing of your score with information as to who scored the same as you, who scored above you, and who scored below. This list is updated as more individuals take the test and some individuals come off the list due to time limitations on test scores. Please check your test announcement for more information on this.
- **If further information is needed or if you need assistance in accessing the State Civil Service website, please call or stop in to the PA CareerLink-Cambria County.**