Allegheny County Health Department
Employment Application Instructions

We are pleased that you have considered employment with the Allegheny County Health Department.

Please read the following instructions carefully and have any necessary information available before starting the online Employment Application:

1. Complete all applicable sections of the online application. Even if you upload a resume you **must complete the employment section** in full with all positions held in the last 10 years. An incomplete application may be cause to disqualify you from consideration for the opening.

2. If you are applying for more than one opening, a separate application must be completed and submitted for each opening.

3. You can upload a resume to the Employment Application on the Upload Page. However, a resume will not be acceptable in lieu of an Employment Application.

4. If you are selected for an interview, we will notify you either by email or telephone.

5. Prior to starting the application, please have the following information ready in order to complete the application:

   a. Name, Address, Education Information
      i. A copy or copies of your academic transcripts to be uploaded.
         1. A personal copy will be accepted for rating and qualification purposes.
         2. Your educational institution must send <u>official</u> transcripts to ACHD Human Resources before you will be considered for hire.

   b. Employment Information
      i. Work history
      ii. Position duties
         1. Please provide a summary of duties you preformed at each workplace
      iii. Salary rate
         1. Please enter an annual salary or an hourly rate
      iv. Supervisor's name and contact information
      v. Supplemental questions – (if required)
         1. Candidates must provide answers and either:
            a. Enter the answers in the online application (500-character limitation) or
            b. Upload a word document in the **"Upload Tab"** of the online application.   No character limitation, but please be concise as possible.
         2. See job announcement for a preview of the supplemental questions.

   c. Licenses and Certifications information

        i. Copies of licenses and certifications can be uploaded during the application process

    d. Demographic information

6. Please do not use any special characters such as ~!@#$-%^&*()+\<>?`

7. Inside of the application, please attach any additional documents including original academic transcripts inside of the application. In the event you are unable to, please mail any additional documents to:

    Allegheny County Health Department
    Attn: Human Resources
    542 Fourth Avenue
    Pittsburgh, PA 15219