

# 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. 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. 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. Copy(ies) 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 official 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) must be entered in the online application. 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. Veteran's Preference – In order to qualify for Veteran's Preference, you must submit a DD214.
  - e. Demographic information

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6. After submitting your application, please mail any additional documents including original academic transcripts to:

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