EXAMINING/EMPLOYMENT APPLICATION
(CMS100)

CMS administers civil service testing for agencies under the jurisdiction of the Governor; however, actual employment decisions are made by the hiring agencies. Pencil copies of applications will not be accepted. Legible photocopies are accepted. Unsigned or incomplete applications will be returned.

PLEASE PRINT LEGIBLY OR TYPE INFORMATION.

1. Position Title ____________________________ Option ____________________________ Leave Blank

2. Last Name _______________________________ First Name ___________________________ MI 3. SSN

3. Address ________________________________ County ____________________________

4. City __________________ State _____ Zip

5. Main Phone __________________ Other Phone __________________

6. Drivers License No. ________________________ State __________________ Non-CDL A ☐ B ☐ C ☐ D ☐ L ☐ M ☐ CDL A ☐ B ☐ ENDR ☐ X ☐ N ☐

7. County Choice Leave Blank

Select 1 or 2

1: ____________ Cook Zone ____________ Leave Blank

2: ____________ Cook Zone ____________ Leave Blank

See the included Cook County Zoned Titles and Location Map

8. Availability ☐ A. Available for permanent employment; will not accept temporary employment. ☐ B. Available for permanent employment; will accept temporary employment. ☐ C. Available for temporary employment only.

(Check one)

9. VETERANS PREFERENCE:

For assistance contact Veterans Outreach at 1-800-643-8138 or Illinois Relay Center at 1-800-526-0844 (TTY only).

☐ I wish to claim Veterans Preference; attached is the most recent certified copy of my DD214/215. (If claiming service-connected disability, also include a copy of U.S. Veterans Affairs award letter.)

☐ I wish to claim Veterans Preference as an IL National Guard/Reservist. Attached is a letter from my unit personnel indicating I am currently serving under honorable conditions or a copy of my NGB22 stating my discharge was under honorable conditions.

☐ I wish to claim Veterans Preference as a surviving unremarried spouse or one parent of an unmarried veteran who suffered a service-connected death or disability that prevents the veteran from qualifying for civil service employment.

☐ I have submitted required military documentation to CMS after January 01, 2000 and have already established Veterans preference with CMS.

SIGNATURE SECTION

I understand that I may be required to submit proof of previous employment, education, military service or other statements in this application. I authorize release of this and other information covering job-related factors for the purpose of verification and determination of suitability for state employment. I state that I have not submitted an application for this written and/or performance examination within the last 30 days. I certify that all the information on this application is true and accurate and understand that misrepresentation of any material fact may be grounds for ineligibility or termination of employment.

Completing this application may result in your name being placed on an eligibility list. Names placed on an eligibility list may be released to the public without further notice to the applicant.

Written Signature Required ____________________________ Date ____________________________

For CMS Use Only

Exam Date

Month Day Year

Test Center

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10. If your answer to either or both of the following questions is “yes”, please provide a detailed explanation of the circumstances in the space provided.
   A. Have you ever been fired from a job? (Downsize/layoff is not applicable.)
      Yes □ No □
   B. Are you currently in default on the repayment of any state educational loan?
      Yes □ No □
      State law provides that any employee who is in default on the repayment of any education loan for a period of six months or more and in the amount of $600 or more shall, as a condition of employment, make a satisfactory loan repayment arrangement with the maker or guarantor of the loan.

11. HIGH SCHOOL

   High School Graduate? Yes □ No □  Number of Years Completed □□□□  GED? Yes □ No □

12. BUSINESS, TRADE, CORRESPONDENCE SCHOOL

   Business, Trade, Correspondence School: Name and Address From MM/YYYY To MM/YYYY  Time Full/Part Subjects Course Length Completed Yes/No

13. TECHNICAL/PROFESSIONAL LICENSE

   Technical/Professional License Number State Issued Date Issued MM/YYYY Expiration Date MM/YYYY

14. EDUCATION REPORT: LIST YOUR EDUCATION ACCURATELY AND COMPLETELY. A copy of college transcripts/degrees may be required. The number of credit hours you have earned may be needed to meet the minimum requirements for some titles. This information is also useful for career counseling purposes.

   Name and Address of Colleges/Universities Attended Hours Earned Major Minor Dates Attended Level and Date of Degree Earned
   Indicate Undergraduate(U)/Graduate(G) SEM QTR Do Not Abbreviate Do Not Abbreviate From MM/YYYY To MM/YYYY Level MM/YYYY

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* LIST UNDERGRADUATE AND GRADUATE HOURS SEPARATELY
* DO NOT INCLUDE COURSES MORE THAN ONCE

<table>
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<tr>
<th>Fields Of Study</th>
<th>Undergrad Hours</th>
<th>Graduate Hours</th>
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<td>List Actual Credit Hours Earned</td>
<td>Undergrad Hours</td>
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<td>Divinity/Theology</td>
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<td>Education (Specify)</td>
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<td>Pastoral Counseling</td>
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<td>Political Science/Govt</td>
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<td>Rehab Counseling/Admin</td>
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Comment area to further specify the Fields of Study where noted in the previous table

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15. WORK HISTORY: Complete this section in detail. All fields MUST be completed to be considered for grading. Begin with most recent position title and work backward. If you have an extensive work history with one employer, list each change in position title separately including duties and dates associated with each. If additional space is needed, attach a separate sheet following the same format as below. Resumes submitted must be in same format as the application. Attach additional sheets/resumes to the application.

IN THE FOLLOWING INFORMATION:
- College internships/practicums successfully completed
- Military experience including dates, listing each change in rank and title
- Related volunteer experience including dates and hours worked

Current (or last) Employer

Street Address __________________________ City ______ State ______

Position Title __________________________

Average Number of Hours Worked Per Week ______

Current/Last Salary $ ______

Salary Period ______

Dates of Employment Month ______ Year ______ To Month ______ Year ______ Total Years ______ Months ______

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below

Manual/Trades ______ Professional ______ Technical/Para-Professional ______ Clerical ______ Administrative ______

Describe the Duties and Responsibilities for Each Title Separately:


Reason for Leaving:


Past Employer

Street Address __________________________ City ______ State ______

Position Title __________________________

Average Number of Hours Worked Per Week ______

Current/Last Salary $ ______

Salary Period ______

Dates of Employment Month ______ Year ______ To Month ______ Year ______ Total Years ______ Months ______

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below

Manual/Trades ______ Professional ______ Technical/Para-Professional ______ Clerical ______ Administrative ______

Describe the Duties and Responsibilities for Each Title Separately:


Reason for Leaving:


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15. WORK HISTORY (continued):

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<td>Position Title</td>
<td>Average Number of Hours Worked Per Week</td>
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Reason for Leaving:
State law requires that you furnish certain information about your child support obligations at the time you are hired. The possibility of employment is not affected by a child support obligation or default in payment.

As a condition of employment, state law requires that “every male born on or after January 1, 1960, and less than 27 years old, shall submit documentation, at time of appointment, evidencing his registration with the Federal Selective Service System.”

In compliance with the state and federal constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, the Americans with Disabilities Act, and Section 504 of the Federal Rehabilitation Act, the Department of Central Management Services does not discriminate in employment, contracts, or any other activity. If you have a complaint, please contact the Department of Central Management Services at 217/782-7100 (voice) or 800/526-0844 (TTY Only).

Pursuant to Public Act 93-0211, effective January 1, 2004, (20 ILCS 2630/12 (a)) and Public Act 93-0912, effective August 12, 2004, (705 ILCS 405/5-915 (8)(a)), respectively, applicants seeking employment with the State of Illinois are not obligated to disclose an arrest or conviction record that has been expunged or sealed, nor an expunged juvenile record. Employers may not ask if an applicant has had records expunged or sealed. Neither Public Act applies to law enforcement agencies, the Department of Corrections, State’s Attorneys or other prosecutors.

Central Management Services requests disclosure of information that is necessary to accomplish its obligations, primarily the statutory purposes outlined under the Personnel Code (20 ILCS 415). Disclosure of the information requested on this form is mandatory, and failure to provide requested information may result in rejection of this form or delay in making a determination on eligibility or employment. Social Security numbers are used in the application and employment processes to identify and differentiate between candidates and/or employees. Confidentiality of Social Security numbers obtained through this application process will be preserved as prescribed by 5 ILCS 179 et seq.

This application may be utilized as the actual test for some titles. If the title for which you wish to test is a closed exam or an exam based only on training and experience, mail completed application to:

CMS Bureau of Personnel
Examining and Counseling Division
Stratton Office Building, Room 500
Springfield, Illinois 62706.

Applications for a closed exam will be held on file until an agency requests that the test be administered or for a maximum of one year from the date of receipt.

The following section is optional.

The State of Illinois is an Equal Opportunity Employer. To assist in the accomplishment of Affirmative Action goals, we invite you to complete the following information. Completion of this information is not required. Check ONE box and, if applicable, check the appropriate Disability box.

Female Male
A G
B H
C J
D K
E L
P Q

Ethnicity

White not of Hispanic Origin. A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

Black or African American not of Hispanic Origin. A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can also be used in addition to “Black” or “African American”.

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Are you an Individual with a Disability? Yes ☐ No ☐

See the included State of Illinois Assessment Centers, Testing and Career Counseling Information sheet.

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Walk in test centers are located in Springfield and Chicago. Office hours are Monday-Friday 8 a.m. - 5 p.m. Chicago and Springfield multiple choice automated testing is held Monday, Tuesday, Wednesday and Thursday. Check in for clerical and non-clerical tests is anytime between 8 a.m. and 1:30 p.m. in Chicago and 8 a.m. and 2 p.m. in Springfield. You must arrive and be ready to test no later than 12:30 p.m. for Data Processing Administrative Specialist, Data Processing Specialist, HR Assistant, HR Associate, Insurance Analyst II, Revenue Tax Specialist Trainee, Telecommunicator Trainee and Dictation exams.

IDENTIFICATION IS REQUIRED AT THE TIME OF TESTING AT ALL ASSESSMENT CENTERS.

Visit our website for more information at http://work.illinois.gov or for general information regarding testing and career counseling contact CMS Examining and Counseling Division, Room 500 Stratton Building, Springfield, IL 62706 (217) 782-7100 (voice) (800) 526-0844 (TTY Only)

Career Services Career counselors are available at all of the assessment center locations by appointment only. A completed CMS application is required at the time of the appointment for review by the counselor. After reviewing your completed application and discussing your education and work experiences, the counselor will recommend job titles and provide descriptions of the job requirements. Call in advance to make an appointment. Phone numbers are listed above for the specific locations.

Testing Information There are approximately 950 position titles used by the state agencies under the jurisdiction of the Governor. To be considered as an eligible applicant for one of these titles, the applicant must participate in either an automated multiple-choice test (AT); or submit the application for a review of the training and experience (TX) listed on the application. A grade is given for each of these exam types. The position titles are separated into Group A and Group B.

Group A - titles are tested for continuously. The Group A titles requiring an automated multiple-choice exam (AT) are administered at any of the assessment centers listed above. The Group A titles requiring review of the applicant’s training and experience (TX) should be sent to CMS, Examining and Counseling Division, Room 500 Stratton Office Building, Springfield, IL, 62706, for grading.

Group B - titles are closed exams. Send applications for any Group B title to CMS, Examining and Counseling Division, Room 500 Stratton Office Building, Springfield, IL, 62706. Applications for a Group B closed exam will be maintained until an agency requests that the test be administered or for a maximum of one year.

- Information on the position titles may be obtained from any Assessment Center or by viewing the Web site.
- NOTE: A separate application is usually required for each title and option for which you test. Some exceptions: You may use one application to apply for a TX grade for multiple options for Public Service Administrator (PSA) and Senior Public Service Administrator (SPSA). Use one application for all selected options for each title for the Information Services Specialist (ISS) and the Information Systems Analyst (ISA).
- Many AT tests in the same series require only one application. Check with any assessment center for details.

Veterans Preference is awarded to veterans after CMS receives appropriate documentation and verifies eligibility. For more information contact the Veterans Outreach Office at 800-643-8138; Illinois Relay Center 800-526-0844 (TTY only).

Highway Maintainer Examination requires the possession of a valid commercial drivers license, Class “A,” with endorsements of “N” (Tankers) or “X” (Tankers with hazardous materials) and non-restrictive air brakes, before an applicant can participate in the examination.

Automotive Mechanic Examination (All Options) and Maintenance Equipment Operator Examination require the possession of a valid Class “A” or “B” commercial drivers license before an applicant can participate in the examination.

If you are an individual with a disability and need accommodated testing assistance, please contact the Disabled Workers Program in Springfield at (217) 524-7514 (voice) or (217) 524-1383 (TTY only) before the date of the test.
Cook County is divided into five zones for the position titles listed below for the purpose of administering eligible lists. To explain the zones, the map is an outline of Cook County with central and northern portions of the City of Chicago shown crosshatched. A more detailed map is available on our website at www.work.illinois.gov under Frequently Asked Questions.

The open competitive position titles to which Cook County zones apply are:

- **Automotive Mechanic**
- **Child Development Aide**
- **Cook I**
- **Heavy Construction Equipment Operator**
- **Highway Maintainer**
- **Highway Maintainer Lead Worker**
- **Laborer (Maintenance)**
- **Licensed Practical Nurse I and II**
- **Office Aide**
- **Office Clerk**
- **Security Officer**
- **Stores Clerk**
- **Storekeeper I**
- **Office Assistance**
- **Support Service Worker**

- **Zone 1** is the area within the city limits of Chicago between North Avenue and 95th Street.

- **Zone 2** is the area within the city limits of Chicago north of North Avenue.

- **Zone 3** is Cook County and the area including the City of Chicago which his south of 95th street.

- **Zone 4** is Cook County outside the City of Chicago between North Avenue and 95th Street.

- **Zone 5** is Cook County outside the City of Chicago north of North Avenue.