

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. PLEASE PRINT LEGIBLY OR TYPE INFORMATION.

1. POSITION TITLE											OPTI	ON			LF	EAVE	BLAN	K	
1 1 0011101(11122																			
2. LAST NAME FI			ST NAM	Æ.			N		3. SOCIAL SECURITY NUM				NUMB	BER					
MAILING ADDRESS						COUNTY				4. B	IRTH	DATI	E (OP	TIO	NAL)				
CITY		STATE	ZIP	COD	E	5. H	OME TE	CLEPHO	ONE	OTHER TELEPHO					NE				
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7. COUNTY CHOICE	COUNTY	COOK/Z	ONE		LEA	VE BL	BLANK COUN			VTY COOK/ZO			ZON	ONE LEAV		EAVE	BLANI	K	
(Select one or two)		l 																	
8. AVAILABILITY (Check one)																			
9. If your answer to a		uestions is	"yes" p				igned, d	letailed	explana	ation.					YES	NO			
•	led guilty to or been con	•			1		an a mi	or traff	ic violatio										
Pursuant to Pub	lic Act 93-0211, effecti	ve January	1, 2004	1, (20	ILC	S 2630	/12 (a))	and P	ublic Act	t 93-0									
9	12, 2004, (705 ILCS 4 obligated to disclose			•				_											
expunged juveni	le record. Employers	may not as	sk if an	appli	icant	has h	ad reco	rds exp	ounged o	or sea	led.	Neith	ıer						
Public Act appli	es to law enforcement	agencies,	the Dep	artm	ent o	of Cori	rections	, State	's Attorn	ieys o	or oth	er pi	osecu	_					
·	y in default on the repay							1	c	- 1 -6	_•	41	L		YES			NO	
	es that any employee who condition of employmen															ie am	ount o	\$000	Oľ
10. VETERANS PREFI	ERENCE: For assista				utre	ach at	1-800-	643-813	88 or Illi	inois	Relay	Cen	ter						
	at 1-800-52	6-0844 (TT	Y only)).															
	terans Preference; attach					сору о	f my DI	0214/21	5. (If cla	aiming	g serv i	ice-co	nnect	ted					
	lude a copy of U.S. Veterans Preference as an II					achad i	e a latta	· from r	ny unit ne	arconn	al indi	icatin	r I on						
	nder honorable condition													1		LEAVE BLANK			
I wish to claim Vet								n who	suffer	ed a	servic	e-		Li	EAVE	BLANE	<u>.</u>		
	from qualifying for civil service employment.																		
I have submitted required military documentation to CMS after January 01, 2000 and have already established Preference with CMS.								shed V	/eteran	IS									
11. HIGH SCHOOL GRADUATE YES NO NUMBER OF YRS COMPLETED								0	1 2	2 3	4]	GED	Y	ES [NO			
12. BUSINESS, TRAI	FR	ОМ	7	го тім		ME	E S		SUBJECTS		COURSE		RSE	COMPLETED		ED			
SCHOOL: NAME AND ADDRESS				MO YR MO		O YR FULL		PART							LENG	тн	YE	S N	10
13. TECHNICAL/PROFESSIONAL LICENSE			NUMBER STATE						STATE	E ISSUED DATE ISSUED					The second secon				
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CMS 100 (Rev. 03/12)				1															
Printed on Recycled Paper			MOI	NTH	1	DAY		FAR											

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 MAJO EARNED (DO NO SEM QTR ABBREV		TO	(DO NOT		ATES ATTE	ENDED I TO MO/YR	LEVELAND DATE OF DEGREE EARNED LEVEL MO YR				
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			;					/	/					
• LIST UNDERGRADUATE AND GRADUATE HOURS SEPARATELY			• INDICATE THE ACTUAL NUMBER OF SEMESTER OR QUARTER HOURS EARNED						• DO NOT INCLUDE COURSES MORE THAN ONCE					
FIELDS OF STUDY UNDERGRAI		RADUATE	DUATE GRADUATE			FIELDS OF STUDY			RADUATE	GRAD	UATE			
LIST ACTUAL CREDIT HOURS	# OF SEM HRS	# OF QTR HRS	# OF SEM HRS	# OF QTR HRS	LIST ACTUAL CREDIT HOURS			# OF SEM HRS	# OF QTR HRS	# OF SEM HRS	# OF QTR HRS			
Accounting					Humanities									
Actuarial Science						Services								
Afro-American Studies					Hydrol									
Agriculture					Industr									
Agronomy						ial Hygiene								
Animal Science					Insuran									
Architecture					Journal									
Art					Law (s									
Atmospheric Science						nforcement								
Audiovisual Instruction						Science								
Bacteriology					Limnol									
Biochemistry						Info Systems								
Biology					Market									
Biostatistics					Mather									
Botany						l Records								
Business Admin/Mgmt						l Technology								
Cell/Molecular Biology					Medici									
Chemistry					Microb									
Computer Science						g (specify)								
Conservation						Ianagement								
Criminal Justice Admin						1 Counseling								
Criminology					Pharma									
Demography					Physics									
Dietetics, Nutrition						al Science/Govt								
Divinity/Theology					Prograi									
Early Childhood Development					Psycho									
Economics Education (specify)						Administration Television								
Education (specify) Engineering (specify)					Radio-						1			
Engineering (specify) Engineering Technology						Counseling/Admin					-			
Engineering Technology Environmental Science						ssessment								
English Science						rial Science								
English					Social						-			
Environmental Health					Social					1	 			
Epidemiology					Soil Sc					 	-			
Finance						and Drama								
Fire Science					1						 			
Fish Management					Statistics Therapy (specify)						 			
Food Service Mgmt					Toxico									
Foreign Language (specify)					Urban						 			
Forensic Science						e Management								
Forestry					Zoolog									
Geography					Other:	J								
Geology					other.									
Genetics														
Guidance and Counseling											 			
Health/Public Health											 			
History														
Home Economics														
Trome Leonomies														

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. Unsigned or incomplete applications will be returned. 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. Place additional sheets/resumes inside the application.

INCLUDE 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	POSITION TITLE											
STREET ADDRESS			AVERAGE # OF HOURS WORKED PER WEEK CURRENT OF FULL-TIME OR PART-TIME WEEKLY OR MONTH									
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CITY	STATE	DA	TES OF E	EMPLOY	MENT		TOTAL	Φ				
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SUPERVISORY RESPONSIBILITY: LIST THE NUMBER OF EMPLOYEES YOU SUPERVISED IN THE APPROPRIATE BOX(ES)	CLERIC	AL	TECHNI PROFE	PROFESSIONA	PROFESSIONAL ADMINISTRATIVE							
DESCRIBE DUTIES AND RESPONSIBILITIES FOR	R EACH POSITIO	N TITLE SEPA	RATELY	<i>Ι</i> :								
DEACON FOR LEAVING												
REASON FOR LEAVING:												
EMPLOYER					POSITION	TITLE						
STREET ADDRESS		AVERAGE # C					NT OR LAST					
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SUPERVISORY RESPONSIBILITY: LIST THE NUMBER OF EMPLOYEES YOU SUPERVISED IN THE APPROPRIATE BOX(ES)	MANUAL/TRADES	CLERIC	AL		CAL/PARA- SSIONAL	PROFESSION	AL ADM	INISTRATIVE				
DESCRIBE DUTIES AND RESPONSIBILITIES FOR	R EACH POSITIO	N TITLE SEPA	RATELY	/ :								
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REASON FOR LEAVING:												
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EMPLOYER	POSITION TITLE										
STREET ADDRESS	AVERAGE # OF HOURS WORKED PER WEEK CURRENT OR LAST SALARY										
		FULL-TIM	E OF	R PAR	T-TIME		WEEKLY OR MONTHLY OR ANN				
CITY	DA	TEC OF I	EMDI OV	MENT	\$	TOTAL	\$				
CHI	STATE		YEAI	F EMPLOYMENT AR TO MONTH		YEAR	YEARS	MONTHS			
SUPERVISORY RESPONSIBILITY: LIST THE NUMBER OF EMPLOYEES YOU SUPERVISED IN THE APPROPRIATE BOX(ES)	MANUAL/TRADES	CLERIC.	AL		CAL/PARA- SSIONAL	PROFESSION	AL ADM	INISTRATIVE			
DESCRIBE DUTIES AND RESPONSIBILITIES FOR	R EACH POSITIO	N TITLE SEPA	RATELY	:							
REASON FOR LEAVING:											
EMPLOYER	POSITION TITLE										
STREET ADDRESS		AVERAGE # OF HOURS WORKED PER WEEK FULL-TIME OR PART-TIME CURRENT OR LAST SALARY WEEKLY OR MONTHLY OR ANNUALLY									
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СІТУ	STATE	DATES OF EMPLOYMENT TOTA									
		MONTH	YEAI	R TO	MONTH	YEAR	YEARS	MONTHS			
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SUPERVISORY RESPONSIBILITY: LIST THE <u>NUMBER</u> OF EMPLOYEES YOU SUPERVISED IN THE APPROPRIATE BOX(ES)	MANUAL/TRADES	CLERIC.	AL		CAL/PARA- SSIONAL	PROFESSION.	AL ADM	INISTRATIVE			
DESCRIBE DUTIES AND RESPONSIBILITIES FOR EACH POSITION TITLE SEPARATELY:											
REASON FOR LEAVING:											
• State law requires that you furnish certain is	C 2 1	1.11.1		1.12	4.41		. 1	21.2127 (

- 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).
- **16.** 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: Central Management Services, Examining and Counseling, Room 500, Stratton Office Building, 401 South Spring Street, Springfield, Illinois 62706. Applications for a closed exam will be maintained until an agency requests that the test be administered or for a maximum of one year.
- 17. 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 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.
- **18.** 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.

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. Circle **ONE** letter and, if applicable, check the appropriate box. **FEMALE MALE DISABILITY** G White not of Hispanic Origin. A person having origins in any of the original peoples A of Europe, North Africa or the Middle East. Yes Η Black or African American not of Hispanic Origin. A person having origins in any В No of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can also be used in addition to "Black" or "African American". C J 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. K **Asian**. A person having origins in any of the original peoples of the Far East, D Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. E **Hispanic or Latino**. A person of Cuban, Mexican, Puerto Rican, South or Central L

APPLICANT INFORMATION CONCERNING COOK COUNTY ZONES

Native Hawaiian or Other Pacific Islander. A person having origins in any of the

American, or other Spanish Culture or origin, regardless of race.

original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

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 the central and northern portions of the City of Chicago shown crosshatched. A more detailed map is available on our website at http://www.cms.illinois.gov under Employment, Frequently Asked Questions.

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

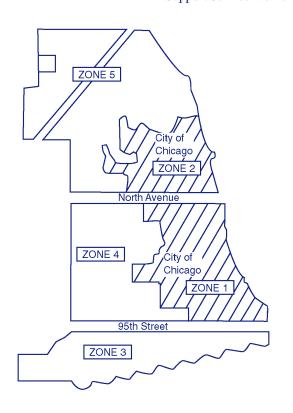
Automotive Mechanic Highway Maintainer Lead Worker Office Clerk
Child Development Aide III Laborer (Maintenance) Security Officer
Cook I Licensed Practical Nurse I and II Stores Clerk
Heavy Construction Equip Operator Office Aside Storekeeper I
Highway Maintainer Office Assistant Support Service Worker

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

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- **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 is 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.



STATE OF ILLINOIS ASSESSMENT CENTERS

CHAMPAIGN (by appointment only) Central Management Services State Regional Office Building

2125 South First Street Champaign, Illinois 61820

Phone: 217-278-3435 Illinois Relay Center: 800-526-0844 (TTY only) **ROCKFORD** (by appointment only)

Central Management Services
E. J. "Zeke" Giorgi Center
200 South Wyman Street
Rockford, Illinois 61101
Phone: 815-987-7004
Illinois Relay Center:

800-526-0844 (TTY only)

MARION (by appointment only) Central Management Services State Regional Office Building 2309 West Main Street, Suite 126

Marion, Illinois 62959 Phone: 618-993-7005 Illinois Relay Center: 800-526-0844 (TTY only)

CHICAGO

Central Managment Services James R. Thompson Center - Suite 3-300 100 W. Randolph Street Chicago, Illinois 60601

Phone: 312-793-3565 312-814-4458 (TTY only) **SPRINGFIELD**

Central Management Services Capital City Center 130 West Mason Street Springfield, IL 62702 Phone: 217-557-6885

217-524-1383 (TTY only)

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 time 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.