

Office of the Secretary of State  
Department of Personnel



# Employment Application Written/Performance Tests Only

This application is for permanent, intermittent or temporary employment only for titles requiring written and/or performance tests. Complete this application in detail; previous applications will not be reconsidered. A separate application is required for each testing series. Bring a completed application and photo identification to the test site for written/performance examinations: Secretary of State, Department of Personnel, 196 Howlett, Springfield, IL 62756, or 17 N. State St., Ste. 1276, Chicago, IL 60602. Incomplete applications may be rejected.

P R I N T   O R   T Y P E   O N L Y					
Title of Position Applied For			I will accept: Intermittent <input type="checkbox"/> Temporary <input type="checkbox"/>		OFFICE USE
					TEST MONITOR
Social Security Number		Date of Birth (optional)		OFFICE USE	DRIVER'S LICENSE <input type="checkbox"/> PHOTO ID <input type="checkbox"/>
Last Name			First Name		Initial
Street Address				County of Residence	
City		State	ZIP Code		Work Co. or Cook Co. Zone Preference
					1. _____
Primary Telephone Number		Alternate Telephone Number			2. _____
(     )     (     )     (     )		(     )     (     )			3. _____
<b>DRIVER'S LICENSE</b> Statewide: <input type="checkbox"/> No statewide referrals will be made unless lists for other counties are exhausted. <b>Must be marked for sworn law enforcement titles.</b>					
State Issued:	Class Rating — Non-CDL:	Class Rating — CDL:	Driver's License Number:		Date Expires:
					MO   DY   YR

**APPLICATIONS WILL NOT BE ACCEPTED UNLESS ALL QUESTIONS ARE ANSWERED AND REQUIRED ATTACHMENTS ARE SUBMITTED**

1. Have you ever pleaded guilty, been found guilty or been convicted of any criminal offense other than a minor traffic violation? (If "YES," attach detailed explanation as indicated on Instruction Sheet.)\*      YES     NO
2. Have you ever been discharged from a job? Layoff/downsizing does not apply. (If "YES," attach detailed explanation as indicated on Instruction Sheet.)      YES     NO
3. Are you currently in default on repayment of any state education loan?\*\*\*      YES     NO
4. Is any member of your family employed by the Office of the Secretary of State?\*\*\* (If "YES," indicate Name of Employee \_\_\_\_\_, Relationship \_\_\_\_\_)      YES     NO

\* Pursuant to Illinois law, all applicants, except those seeking employment in law enforcement positions, **are not obligated to disclose** an arrest or conviction record that has been expunged or sealed.  
 \*\* State law requires an employee in default on repayment of any education loan for 6 months or more and in the amount of \$600 or more shall, as a condition of employment, make satisfactory repayment arrangements with the maker or guarantor of the loan.  
 \*\*\* Family member includes a person who has established a civil union pursuant to the law.

VETERANS POINTS AND PREFERENCE	DEPARTMENT OF PERSONNEL USE ONLY
<input type="checkbox"/> I wish to claim Veterans Preference: Attach U.S. Veterans Affairs award letter or a legible copy of a certified DD214/215. <input type="checkbox"/> I wish to claim Veterans Preference as a member of the Illinois National Guard or U.S. Armed Forces Reserves: Attach letter from unit personnel indicating service under honorable conditions or a legible copy of a certified NGB 22. <input type="checkbox"/> I have already established Veterans Preference with the Office of the Secretary of State. To claim Veterans Preference as a surviving spouse or parent of an unmarried veteran who suffered service-connected death or disability, attach completed <b>Spouse/Parent Eligibility for Veterans Preference</b> form.	

I understand that I may be required to submit proof of previous employment, education, or any other statement(s) in this application. I **hereby authorize the release of this and associated information covering job-related factors for purposes of verification and determination of suitability for State employment by means of a background check**. I certify that the information on this application is true and accurate to the best of my knowledge, and understand that misrepresentation of any information herein may result in ineligibility or be grounds for discipline, up to and including discharge.

Written Signature of Applicant (original signature required)

Date

**THE OFFICE OF THE SECRETARY OF STATE IS AN EQUAL OPPORTUNITY EMPLOYER.**

**Failure to fully complete the following information will result in no credit given for this work experience.**

Name, Address and Phone Number of Employer:		Payroll Title:	
( ) -			
If this position was supervisory, indicate number of employees supervised for each type:			
Manual/Trades	Clerical/Office	Technical/Paraprofessional	Professional
<b>Failure to fully complete the following information will result in no credit given for this work experience.</b>			
Dates of Employment:		Monthly Salary:	
From: Mo	Yr	To: Mo	Yr
Starting:		Ending:	
Total:	Years:	Months:	Average hours worked per week:
Describe your duties and responsibilities. <b>Be specific.</b>			
			<b>Office Use Only</b>
Reason for leaving:			Level      Amount

**SECTION IV—Business, Trade, Technical or Other Coursework:**

List below coursework or classes taken which cannot be credited toward a college or university degree program. Failure to indicate course length may result in no credit given.

Name, Address and Phone Number of Business, Trade, Technical or other School	From: Mo/Yr	To: Mo/Yr	Course Length: Hours/Days/Weeks	Subject(s)	Certificate Earned
	/	/	/ /		
	/	/	/ /		

**SECTION V—Education Report:**

List college/university education credits accurately and completely. Proof of education claimed may be required during the hiring process. **A copy of a certified transcript/degree MUST be submitted to obtain credit for educational achievement.** List college undergraduate and graduate hours separately.

High School Graduate:	YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>OR</b>	Years Completed:				GED:	YES <input type="checkbox"/> NO <input type="checkbox"/>
		1   2   3   4						
Name, Address and Phone Number of College/University	Hours Earned: Sem   Qtr	Major:	Minor:	Dates Attended: Mo/Yr   Mo/Yr		Degree Earned: Level   Date: Mo/Yr		
Undergraduate:				/	/	/		
Graduate:				/	/	/		

**SECTION VI—Foreign Language:**

I am proficient (speak, write and translate) in the following languages (do not include English):

\_\_\_\_\_

DEPARTMENT OF PERSONNEL USE ONLY					
Title	Code	Written	Keyboarding	Vet Points	Final Grade
EDUCATION _____	Entry Date: _____		EDUCATION: _____		
A _____	Exam Date (MM/DD/YR)   Center		Qual Approved _____ Rejected _____		
B _____					
C _____					
TOTAL _____					
VET POINTS _____					
FINAL GRADE _____			By _____ Date _____		
Remarks:					