



The Illinois Department of Corrections

1301 Concordia Court, P.O. Box 19277 • Springfield, IL 62794-9277 • (217) 558-2200 TDD: (800) 526-0844

Applicants who fail to bring copies of all applicable items on the documents required checklist will not be allowed to test
IF YOU ARE UNABLE TO ATTEND YOUR TEST DATE YOU MUST RE-APPLY:

If unable to attend, resubmit the online **Applicant Data Form** located on the IDOC website at www.illinois.gov/idoc (under **Employee Resources: Career Opportunities: Most Common Vacancies**).

Click either Correctional Officer Trainee or Correctional Treatment Officer Trainee. The Application Data Form will be located on the next page under your chosen option.

You can submit the Applicant Data Form at any time. It does not need to be received prior to your original scheduled test date.

- You may Re-apply up to one (1) time. If you fail to report for your scheduled screening without adequate notice to the Central Screening Unit, you will be considered a No-Show. After two No-Shows, you will be considered no longer interested in the position and prohibited from any further attempts to apply. In order to be scheduled for future screening dates, you will need to submit a written appeal to the Central Screening Office.
- You will be required to bring a COMPLETED: CMS100 application, an Applicant Information Sheet and Employment Release of Information to the testing. The three documents are available online at www.illinois.gov/idoc (under Employee Resources: Career Opportunities: Application Documents)
- The employment application must account for all employment since high school graduation or your eighteenth birthday, including any periods of unemployment. **The application cannot contain any gaps of your employment or unemployment dates. Please ensure you list the CURRENT mailing address and zip code information for all previous employers.** The zip code should be listed next to the City / State fields.
- Plan to spend a **minimum of eight hours** to complete the testing process. Applicants with a disability should contact this office upon receipt of this letter if an accommodation/modification to the testing process is required. The Illinois Department of Corrections is an Equal Employment/Affirmative Action Employer and complies with all applicable State and Federal non-discrimination laws.

Mission: To serve justice in Illinois and increase public safety by promoting positive change in offender behavior, operating successful reentry programs, and reducing victimization.

It should be noted that lunch will not be provided, and you will not be permitted to leave the test site for lunch. Therefore, plan to bring a sack lunch that does not need refrigeration.

Illinois Department of Corrections is required to exhaust lists of all eligible Illinois residents before hiring out of state applicants Persons convicted of domestic violence (including misdemeanor or felony convictions), or those who have pled down to a lesser offense, will not be considered for employment by the Illinois Department of Corrections. Felony or misdemeanor crimes of domestic violence is defined as: the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim. This definition includes all felony or misdemeanors that involve the use or attempted use of physical force if the offense is committed by one of the defined parties, regardless of whether or not the offense is labeled “domestic violence”.