



The Illinois Department of Corrections

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

How To Properly Complete the CMS100 Application – For C.O.T.'s

Please pay close attention to these directions, as the CMS100 must be thorough, complete and legible. You may use the printed copy attached, or the electronic version found at www.work.illinois.gov .

Page 1; Your position Title will be “*Correctional Officer Trainee*”
Be sure to sign and date the bottom of page 1.

Page 4: WORK HISTORY- Start with your current employment and work backward. We **must** have work history from your 18th birthday or high school graduation until now. You **must** account for ALL gaps in work history. You **must** make a work history for any times you were: in college, active military, stay at home parent, unemployed, etc. These **MUST** be in reverse chronological order! Be sure to write a description in the box stating your job duties. CMS will not accept this form if there are no job duties listed. **Not listing job duties will cause a delay in the processing of your paperwork!**

Please note the following:

- **IF** you handwrite all of your information on the CMS100, it must be legible! Information contained on your application is entered into our system based on what you provide. We are not responsible for mistakes due to illegible handwriting. In some cases, your application will be returned to you with a request to resubmit before you'll be processed.

- **IF** you complete the electronic version, or use a previous copy you have saved on your computer, it must be printed out single sided only.

- CMS100 applications have recently been updated. The newest version is dated 7/2019. This is the version that is required for our paperwork. Older versions will not be accepted, and all pages of the application must contain pages of the latest version.

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