

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	Chicago Office 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	Oak Park Office 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	Springfield Office 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
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# STATE REP. LA SHAWN K. FORD'S WORKFORCE DEVELOPMENT

## Job Seekers with Disabilities Applying for State of Illinois Dept. of Human Services (DHS) Jobs

Job seekers with disabilities interested in pursuing a career with the Illinois Department of Human Services should follow the following procedures:

- Identify appropriate job titles; a complete list of State of Illinois position titles, including salary, requirements, and testing info, can be found at:

[http://www.cms.il.gov/cms/1\\_employ/identify.htm?url=#acct](http://www.cms.il.gov/cms/1_employ/identify.htm?url=#acct)

- Complete a CMS 100, Examining/Employment Application, available online at:

[http://www.cms.il.gov/cms/download/pdfs/app\\_cms100.pdf](http://www.cms.il.gov/cms/download/pdfs/app_cms100.pdf) for each title you want to pursue.

- Contact Jaci DeBrun at Central Management Services 217-524-1321 (V) 217-524-1383 (T), to schedule an appointment to test.

- Send one copy of your CMS 100, a resume, and the grade for each title you have tested for to:

Dan R. Dickerson

511 W. Capitol Ave. Ste. 303

Springfield, IL 62704

217-782-9842 (V) 866-211-4895 (T)

[dan.dickerson@illinois.gov](mailto:dan.dickerson@illinois.gov)

If you are a Division of Rehabilitation Services (DRS) customer, you are also eligible for the Successful Disability (SD) grade. To qualify for this grade you must have your Vocational Rehabilitation (VR) counselor complete a Certificate of Eligibility (CMS 184), prior to testing, for each title you are pursuing. The SD grade will qualify you to be placed not only on the Open Competitive Hiring List, but also on the Successful Disability List, which consists entirely of candidates with disabilities. Personnel Managers, and other hiring authorities, have the option of asking for either list. Please contact Dan Dickerson if you do not have a VR counselor or have other questions.