Capital Development Board
An Equal Opportunity Employer
EMPLOYEE BID FORM

To be completed by Employee: Current Information

NAME:_____ POSTING #:_____

POSITION TITLE:_____ SENIORITY DATE: _____

WORK LOCATION: _____

BUREAU/DIVISION/SECTION:_____

POSITION TITLE APPLIED FOR: _____

LOCATION OF POSITION:_____

I understand that if this is a promotional bid for a Coded Position, I must have submitted Form CMS-100B Promotional Application or have taken the required written/performance exam for the above position classification title before the end of the posting period. CMS-100B's are to be submitted to: Illinois Department of Central Management Services, Room 500, William Stratton Building, Springfield, Illinois 62706.

EMPLOYEE'S SIGNATURE:_____

DATE:_____ WORK PHONE #: _____

HOME PHONE #: _____

To facilitate the processing of bids and selection for the vacancy, it is requested that bidding employees mark the appropriate following statement and provide the materials as indicated. **Note: the first three boxes apply only to positions covered by the Personnel Code.**

☐ A copy of my latest grade notice is attached.

☐ I have not yet received a grade notice. Submitted to CMS_____ (date) and will submit a copy as soon as received.

☐ I took the appropriate written/performance examination on_____ (date) and will submit a copy as soon as received.

☐ Other – Voluntary reduction, transfer, reinstatement, bid on non-code position (please circle appropriate action).

This bid form and CMS Employment Application must be sent directly to the individual as indicated at the bottom of the Vacancy Notice posting.