## CMS100 INSTRUCTIONS

PLEASE BE ADVISED YOU WILL BE REQUIRED TO COMPLETE AN APPLICATION AT THE TIME OF TESTING. WHEN FILLING IN THE WORK HISTORY SECTIONS OF THE CMS100 APPLICATION, ALL SPACES MUST BE COMPLETED FOR EACH JOB HELD. **EVERY MONTH SINCE HIGH SCHOOL GRADUATION OR YOUR EIGHTEENTH BIRTHDAY MUST BE ACCOUNTED FOR, EVEN PERIODS OF UNEMPLOYMENT.**

**ESPECIALLY IMPORTANT IS THE MAILING ADDRESS.** YOUR APPLICATION IS NOT COMPLETE UNLESS YOU HAVE PROVIDED THE CORRECT ADDRESS INCLUDING **STREET NUMBER, OR BOX NUMBER, CITY, STATE AND ZIP CODE.** LISTED BELOW AND ON THE BACK OF THIS PAGE ARE EXAMPLES OF CORRECT AND INCORRECT ENTRIES. PLEASE NOTE - EVEN THOUGH THE PHONE BOOK MAY LIST ADDRESSES WITHOUT STREET OR BOX NUMBERS, THEY ARE NOT CORRECT!!

APPLICANTS WHO HAVE ACCESS TO THE INTERNET CAN OBTAIN A COPY OF THE APPLICATION ONLINE AT www.cms.illinois.gov AND MAY BRING THE COMPLETED APPLICATION TO THE SCHEDULED TEST DATE.

SAMPLE A

| INCORRECT | CORRECT |
|---|---|
| ABC CORPORATION<br>MAIN STREET<br>ANYTOWN, IL _____ | ABC CORPORATION<br>101 SOUTH MAIN STREET<br>ANYTOWN, IL 67676 |

**IN SAMPLE A, THE STREET NUMBER AND ZIP CODE WERE NOT GIVEN.**

SAMPLE B

| INCORRECT | CORRECT |
|---|---|
| ABC CORPORATION<br>RT. 50<br>ANYTOWN, IL 67676 | ABC CORPORATION<br>1313 RT. 50<br>ANYTOWN, IL 67676 |

**IN SAMPLE B, THE BOX NUMBER IS NEEDED FOR EMPLOYERS LOCATED ON STATE ROUTES OR HIGHWAYS.**

SAMPLE C

| INCORRECT | CORRECT |
|---|---|
| ABC CORPORATION<br>101 SOUTH MAIN STREET<br>ANYTOWN, IL _____ | ABC CORPORATION<br>101 SOUTH MAIN STREET<br>ANYTOWN, IL 67676 |

**IN SAMPLE C, THE ZIP CODE WAS OMITTED.**

THE CORRECT EXAMPLES ARE NOW ILLUSTRATED ON THE BACK OF THIS PAGE. PLEASE ENSURE YOU BRING COMPLETE ADDRESS AND ZIP CODE INFORMATION FOR ALL PREVIOUS EMPLOYERS. YOU WILL BE REQUIRED TO FILL OUT EACH ENTRY THOROUGHLY AS ILLUSTRATED.