

**Office of the Secretary of State
Department of Personnel**

Standards & Testing Division

217-782-4783 • 217-782-1022 (fax)



Prevent Problems with your Application

Below are the most common problems that result in applications being returned to applicants ungraded. Please compare your application(s) against this list to avoid potential problems.

- No original signature and/or date on the application. A photocopied signature is **not** acceptable.
- No title or incorrect title listed on the application.
- Multiple titles are listed. A separate application is required for each title requiring a training and experience examination.
- Failure to submit the required explanatory statement(s) or documentation requested in Section I (page 1) of the application.
- Unacceptable application submitted. Only current **Secretary of State** applications are accepted.
- Failure to provide information requested by the application (e.g., specific dates of employment, hours worked, level of education, semester hours completed, etc.).
- Failure to provide a copy of a certified college transcript or diploma demonstrating educational achievement; unsubstantiated education will **not** be considered when evaluating qualifications.
- Resumes are **not** accepted in lieu of properly completed applications.
- Resumes are not acceptable as a substitute for the work history sections of the application. Attachments in the same format as the application are acceptable.
- For titles requiring a written examination, tests are given at **9 a.m., Monday through Thursday** at the Springfield and Chicago test centers. Bring a completed application to the Testing Center. Testing begins promptly at 9 a.m.
- For titles requiring a written examination with a typing or data entry examination, tests are given at **1:15 p.m. on Tuesdays and Thursdays** at the Springfield and Chicago test centers. Bring a completed application to the Testing Center.
- Examinations for the **same title may not** be retaken within 14 days from the date of the most recent test administration.
- Any application originally submitted by a current employee to receive a grade to bid on a posted position, which was **returned ungraded, must be resubmitted before the closing date listed on the posting to receive consideration.**