

PROBATION/COURT SERVICES EMPLOYMENT/PROMOTION APPLICATION

ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS – PROBATION DIVISION

3101 OLD JACKSONVILLE ROAD, SPRINGFIELD, ILLINOIS 62704-6488

probationeligibles@illinoiscourts.gov

A. Mr. _____
 Mrs. Last Name First Name MI
 Ms. _____
 Maiden Name (If applicable) e-mail address

B. Employment
 Promotion

C. _____
 Street Address County

 City State Zip Code **D.** () -
 (Area Code) Telephone Number

E. XXX - XX - _____
 Last four digits of Social Security Number

F. U.S. Citizen YES NO
 U.S. Citizenship applied for: YES NO

- G. LEVEL OF POSITION(S) APPLIED FOR:**
- Non-Supervisory
 - Supervisory
 - Chief Managing Officer/Non-Director
 - Chief Managing Officer/Director

- H. FUNCTIONAL PREFERENCE(S):**
- Probation
 - Detention

I. LOCALITY PREFERENCE: If found eligible, you will be placed on the statewide list. If you wish to list specific departments you are interested in you may do so here. Attach a separate sheet if necessary.

Circuit and County Preference(s), if applicable:					
1.	Circuit:	2.	Circuit:	3.	Circuit:
	County:		County:		County:

J. EDUCATION INFORMATION: All applicants not presently employed in Illinois probation/court services departments must submit copies of **certified** college transcripts with this application.

Transcript attached (in a sealed envelope) Transcript being sent directly from school

Names of colleges or universities attended	Address	Name of Major	Type of degree earned	Date of degree (Mo/Yr)

K. EMPLOYMENT BACKGROUND: List prior work experience in probation/court services, and/or juvenile detention/residential services. Attach separate sheet if necessary.

Name and address of employers	Position and job description	Name and phone # of Human Resource Manager	Dates of employment From (Mo/Yr) To	

I agree my electronic signature is the legal equivalent of my manual signature on this form. I understand that I may be required to submit proof of statements in this application. I certify that the information on this application is true and correct to the best of my knowledge.

L. _____
 SIGNATURE OF APPLICANT DATE