



## 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 signature and/or date on the application.
- 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 answer questions or submit the required explanatory statement(s) or documentation requested in Section I (Page 1) of the application.
- Unacceptable application submitted. Only current **CMS 100 (Rev. 7/2019) /100B (Rev. 7/2019)** 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.). On the CMS 100 in Section 14 (Education Report) please complete in full, including Institution address.
- 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.
- 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.**