

EXTRA HELP NON-CLERICAL APPOINTMENTS

You have been employed by the University of Illinois as EXTRA HELP SERVICES. There are several things you need to know about this type of appointment.

1. Extra Help Services employment is considered non-status. This means that while serving in this appointment you will not receive any University of Illinois employee benefits, such as paid sick leave, vacation or insurance. Likewise, you will not accrue any seniority or service credit in the State Universities Civil Service System.
2. As an Extra Help Services employee and representative of the University of Illinois, you are required to follow the University of Illinois Code of Conduct. That policy can be found at <http://ethics.uillinois.edu/policies/code.html> . It is your responsibility to read and understand the policy. If you need assistance please contact Extra Help Services.
3. The University of Illinois Urbana-Champaign Annual Security Report is available. This report includes statistics from the previous three years concerning reported crime that occurred on campus, in certain off-campus buildings or property owned or controlled by the University of Illinois Urbana-Champaign campus. The report also includes institutional policies concerning campus security and other safety information. You may obtain a copy of this report by contacting the Division of Public Safety or by accessing the following Web site: <http://www.dps.illinois.edu/clery.htm>
4. An Extra Help Services appointment is limited to 900 hours of service. Upon reaching 900 hours, you cannot return to work until you have been off of work for 30 consecutive calendar days. Please notify Extra Help Services of your last day worked and the effective date of your 30-day break.
5. Extra Help Services employment does not affect your permanent employment possibilities with the University of Illinois, nor does it affect your position on any Civil Service register; however, becoming an Extra Help Services employee does not automatically qualify you for or guarantee you permanent employment. If you are interested in permanent employment with the University of Illinois, you must take the necessary steps with the Employment Center to request testing for Civil Service exams. You may contact them at 333-2137 between 8:30 –12:00 and 1:00 – 4:00, Monday through Friday.
6. While you are working as an Extra Help Services employee, you are fully covered by the Illinois Worker's Compensations Act for any on-the-job injury.
7. Effective August 1, 2003, all new employees will receive their pay via direct deposit to the employee's bank account. A grace period will be available for new employees who do not have an account at the time of hire. No-banking services are available at UIUC through the U of I employees Credit Union (217) 278-7700 or www.uiuecu.org. A listing of banks offering no-cost and low-cost services is available at <http://www.obfs.uillinois.edu/obfshome.cfm?level=2&Path=treasury&XMLData=ddbanking>. New employees may request an exception to this policy by contacting the Payroll Office at (217) 333-2443.

MY SIGNATURE VERIFIES THAT I HAVE READ, UNDERSTAND AND HAVE BEEN GIVEN A COPY OF THE "EXTRA HELP SERVICES APPOINTMENTS" INFORMATION SHEET. I UNDERSTAND THAT EXTRA HELP SERVICES EMPLOYEES ARE NOT HIRED WITH THE INTENT OF GUARANTEED OR CONTINUED EMPLOYMENT AND WILL NOT RECEIVE INSTITUTIONAL BENEFITS.

Name (please print): _____

Signature _____ Date ____ / ____ / ____

Employment of Relatives Policy

Policy taken from the Campus Administrative Manual: <http://cam.illinois.edu/ix/ix-a/ix-a-3.htm>

Employment of relatives is permissible at the University of Illinois, Urbana-Champaign Campus, subject to compliance with University *Statutes*, review of appointments, and resolution of conflicts.

The [University of Illinois Statutes, Article IX, Sec. 2](#), govern the employment of relatives as follows:

Sec. 2. No individual shall initiate or participate in institutional decisions involving a direct benefit (initial employment, retention, promotion, salary, leave of absence etc.) to a member of his immediate family. "Immediate family" includes an individual's spouse, ancestors and descendants, all descendants of the individual's grandparents, and the spouse of any of the foregoing. Each Chancellor shall develop, for the approval of the President, campus procedures to insure against such conflict of interest.

In an organization as large as the University, occasions arise where members of the same family are employed in the same unit. This policy is designed to assure that the best interests of the institution are served when such individuals are hired, and to protect individual members of a family from having or being perceived to have a conflict of interest with respect to one of their relatives.

"Immediate family" is defined as grandparents, parents, brothers, sisters, sons, daughters, grandchildren, aunts, uncles, nieces, nephews and their spouses.

Compliance

It is the responsibility of each unit/department/college to review all situations involving the employment of relatives, to assure compliance with this policy and to resolve any potential conflicts.

All cases involving members of the Academic staff (faculty, academic professionals, and academic hourlies) and graduate students with hourly appointments or assistantships must be reviewed and approved by the Office of Academic Human Resources; those cases involving staff personnel must be reviewed and approved by Employment Services, Staff Human Resources Office, and those cases involving undergraduate students with appointments must be reviewed and approved by the Office of Student Financial Aid, Student Employment. In cases involving an interaction between areas of responsibility, these offices will act jointly.

It is the obligation of staff members to call to attention situations in which they could be in violation of this policy and to remove themselves from initiating or participating in any institutional decisions involving a direct benefit to a relative covered by this policy. In such cases, the department, unit and/or college must develop a decision-making procedure bypassing all the related parties. Such procedures must be agreed to and approved through all administrative levels. In all cases, approval must be obtained from the appropriate human resources office as defined above.

For new hires, there must always be review and approval if two members of the same family are to be employed in the same unit. For changes in existing positions that might create a supervisory relationship

in the same unit, review and approval is also required. In all cases, the fact that the unit has met the obligations of this policy should be reflected in the Electronic Change of Status memo field.

Further Review

A decision made by the Office of Academic Human Resources, Employment Services, Staff Human Resources Office, or the Office of Student Financial Aid, Student Employment that is not acceptable to the parties concerned may be appealed. Appeals should be directed to the Provost in the case of Academic employees or Graduate students with appointments, or to the Vice Chancellor for Administration and Human Resources for Staff employees or undergraduate students with appointments. The resulting decision will be final.

Related Policies

Employees and their units should also be aware of [Policy IX-A-23](#) in the *Campus Administrative Manual*, “Conflicts of Interest in Supervisory Relationships,” which prohibits an individual from initiating or participating in institutional decisions involving a direct benefit or penalty to someone with whom that individual has or has had a sexual relationship.

Questions regarding conflicts should be referred to the Office of Academic Human Resources, 333-6747, for Academics and Graduate students with appointments; to Employment Services, the Staff Human Resources Office, 333-3101, for Staff cases; and to the Office of Student Financial Aid, Student Employment 333-0600, for undergraduate students with appointments.



EMPLOYMENT OF IMMEDIATE FAMILY MEMBER HIRING REQUEST FORM

Instructions to Hiring Unit:

This form is designed to assist the campus in complying with the University’s Employment of Relatives policy (see the [University of Illinois Statutes, Article IX, Section 2](#), which states:

No individual shall initiate or participate in institutional decisions involving a direct benefit (initial employment, retention, promotion, salary, leave of absence etc.) to a member of the individual’s immediate family. “Immediate family” includes an individual’s spouse, ancestors and descendants, all descendants of the individual’s grandparents, and the spouse of any of the foregoing.”

Please complete the information below, and attach a conflict management plan. Return this form and your conflict management plan for review and approval **PRIOR** to starting the employment of the new hire, to Staff Human Resources: shr@uillinois.edu

To Be Completed by the Hiring Unit:

New Hire Name: _____

New Hire UIN: _____

Please complete the following about the new employee:

Department/Unit	
Employee’s Name	
Employee’s Position Title	
Employee’s Campus Address	
Name of Employee’s Supervisor	
Title of Employee’s Supervisor	
Campus Address of Employee’s Supervisor	

Please complete the following about the *Relative* of the new employee:

Relative's Name	
Relative's Permanent Position Title	
Relative's Campus Address	
Name of Relative's Supervisor	
Title of Relative's Supervisor	
Campus Address of Relative's Supervisor	

Please attach a full conflict management plan for the employee. The conflict management plan should include an explanation of the working relationship between the employee and the relative and the decision making process in regards to the new employee including the organizational relationship between all parties. A template for a conflict management plan is provided in Appendix A of this form.

New Employee Date

Relative of the New Employee Date

Unit/Department/College Approval Date

Staff Human Resources Approval Date

Questions regarding conflicts should be referred to the Office of Academic Human Resources, 333-6747, for Faculty, Academic and Graduate Student appointments; to the Employment Services section at the Staff Human Resources Office, 333-3101, for Civil Service Staff and Extra Help appointments; and to the Office of Student Financial Aid, Student Employment 333-0600, for Undergraduate Student appointments.

Appendix A

Conflict Management Plan Template

Instructions to Hiring Unit: Please copy the language below into a new Word document, insert the information where requested, and return the completed conflict management plan and the Employment of Immediate Family Members Hiring Request Form to shr@uillinois.edu.

Conflict Management Plan
<***Insert New Hire Employee Name and Permanent Employee Name***>
<***Insert Department Name***>
<***Insert Month and Year***>

Effective [hire date], [New Employee] will be employed in [Department] in a civil service position. [New Employee] is the [relationship] of [Permanent Employee], [Position] in [Department]. [Permanent Employee] will not participate in any institutional decision regarding [New Employee], who is in [Department]. As of the first day of employment in [Department], [New Employee] will report to [Supervisor], [Position]. [Supervisor] will make all institutional decisions related to the employment of [New Employee].

According to the Employment of Immediate Family Members Policy, Campus Administrative Manual, Section IX/A-3, a University employee may not initiate or participate in institutional decisions involving a direct benefit or penalty to an immediate family member as defined by the Policy. Examples of such decisions include initial employment, retention, salary decisions, promotions, leaves of absence, etc.

[Permanent Employee] is not involved in any of the decision-making procedures related to [New Employee] and both employees work in different functional and physical areas. To ensure compliance, [Supervisor] is responsible for all decisions for [Employee] related to employment including, but not limited to, the following: future employment, salary decisions, evaluation, duties and responsibilities, oversight of travel and career-development decisions, etc.

High School Student Permission to Work

If you are a high school student, working during or after school hours, you are required to provide permission statements from your parent/legal guardian and from your high school. If you are between the ages of 15 and 17, you must obtain verification from your departmental supervisor that the nature of work and hours of work conform to requirements of child labor laws. See *Child Labor Provisions* for specifics.

You will not be placed on the payroll until this form is completed and returned to the Personnel Services Office.

Student employee signature

Date

Parent/Guardian Permission

I hereby give my permission to the University of Illinois at Urbana-Champaign to employ my son/daughter who is currently _____ years of age.

Parent/Guardian signature

Date

High School Permission

Permission is granted for the student named above to work as a _____
_____ at the University of Illinois at Urbana-Champaign.

This work will take place during after school hours.

Principal's signature

Date

School

Departmental Verification

I verify that the work to be performed by the above-named employee is not hazardous for persons aged 15-17. See back of this form for details.

I verify that the hours of the work to be performed by the above-named employee conforms with requirements for 15- 17 year olds as stated on the back of this form.

Supervisor's signature

Date

Child Labor Provisions

The FLSA child labor provisions are designed to protect the educational opportunities of minors and prohibit their employment in jobs and under conditions detrimental to their health or well-being. The provisions include lists of hazardous occupations orders for both farm and non-farm jobs declared by the Secretary of Labor as being too dangerous for minors to perform. Further information on prohibited occupations is available from local Wage-Hour offices. Regulations governing youth employment in non-farm jobs differ somewhat from those pertaining to agricultural employment. In non-farm work, the permissible kinds and hours of work by age are:

18 years or older: any job, whether hazardous or not, for unlimited hours;

16 and 17 years old: any non-hazardous job, for unlimited hours;

14 and 15 years old: outside of school hours in various non-manufacturing non-mining, non-hazardous jobs, under these conditions: no more than 3 hours on a school day, 18 hours in a school week, 8 hours on a non-school day or 40 hours in a non-school week. Also, work may not begin before 7 a.m., nor end after 7 p.m., except from June 1 through Labor Day, when evening hours are extended to 9 p.m.

Under a special provision, 14 and 15-year-olds enrolled in an approved Work Experience and Career Exploration Program (WECEP) may be employed for up to 23 hours in school weeks and 3 hours on school days (including during school hours).

Fourteen is the minimum age for most non-farm work. However, at any age, youths may deliver newspapers, perform in radio, television, movie or theatrical productions, work for parents in their solely owned, non-farm business (except in manufacturing or on hazardous jobs) gather evergreens and make evergreen wreaths.

Permissible kinds and hours of work for youths employed in agriculture are: 16 years and older: any job, whether hazardous or not, for unlimited hours:

14 and 15 years old: any non-hazardous farm job outside of school hours.

12 and 13 years old: outside of school hours in non-hazardous jobs; either with parents' written consent or on the same farm as the parents.

Under 12 years old: jobs on farms owned or operated by parents or, with parents' written consent, outside of school hours in non-hazardous jobs on farms not covered by minimum wage requirements.

Local minors 10 and 11 years of age may work for no more than 8 weeks between June 1 and October 15 for employers who receive approval from the Secretary of Labor. This work must be confined to hand-harvesting short season crops outside school hours under very limited and specified circumstances prescribed by the Secretary of Labor.

Minors of any age may be employed by their parents at any time in any occupation on a farm owned or operated by their parents.

Source: U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division, Publication 1282

Hazardous Occupations for:

14 and 15 Year-Olds

1. Manufacturing
2. Mining
3. Public messenger service
4. Operation or tending of hoisting apparatus or of any power-driven machinery
5. Transportation
6. Warehousing and storage
7. Communications and public utilities
8. Construction
9. Outside window washing
10. Cooking and baking
11. Processing
12. All occupations found and declared to be hazardous

16 and 17 Year-Olds

1. Motor-vehicle driving and outside helper
2. Manufacturing
3. Coal mining
4. Logging and saw-milling
5. Power-driven wood working machines
6. Exposure to radio-active substances
7. Power-driven hoisting apparatus
8. Power-driven metal-forming, punching, and shearing machines
9. Mining other than coal mining
10. Slaughtering, or meat packing, processing or rendering
11. Power-driven baker machines
12. Power-driven paper products machines
13. Manufacturing brick, tile and kindred products
14. Power-driven circular saws, band-saws and guillotine shears
15. Wrecking, demolition and ship breaking operations
16. Roofing operations
17. Excavation operations

Source: U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division, Publication 1330

The above are general categories. For information about specific activities, contact Staff Human Resources, 333-3109 University of Illinois does not hire any one under the age of 15 years.

High School Student Workers

To protect the safety of Illinois teenagers, and place a priority on their education, minors may work, but not without first obtaining an Employment Certificate from their local high school or school administration office.

It's the Law.

The Procedure - For Teens – It's A, B, C, D

A. When you find a job, you need a “letter of intent to hire” from the prospective employer. (High School Student Permission to Work from www.shr.illinois.edu)

B. You, and your parent or guardian, must take this letter to your School and request to see the issuing officer (Principal) for an Employment Certificate.

C. The issuing officer (Principal) will review for safety and check for conflicts with your school schedule. If everything is okay, you'll be issued an employment certificate to give to your new employer.

D. Return the High School Student Permission to Work form and the Employment Certificate to your hiring department.

Staff Human Resources

University of Illinois at Urbana-Champaign
52 East Gregory Drive, Rm 121
(217) 333-4752
Champaign, IL 61821

Dear New Extra-Help Employee:

During FY91 Congress enacted legislation that requires employees of state and local governments who are not participants in a retirement system to participate in social security. Since your employment with the University is on a non-permanent, non-continuous basis, you are not eligible to participate in the State Universities Retirement System (SURS). Therefore, we must deduct for social security taxes (current rate is 7.65% and includes the medicare tax) unless you elect one of the available alternative retirement plans, or you are a SURS annuitant (see below).

IRS regulations permit state and local government employees not covered by a defined benefit retirement system (SURS) to elect, as an alternative to social security, to contribute at least 7.5% of their earnings to a defined contribution retirement system offered by the employer via payroll deduction. As a University employee, the individual retirement plans available to you include the State of Illinois Deferred Compensation Plan and the various tax deferred retirement plans available under IRS Section 403(b).

Unlike social security, contributions to any of these plans would reduce your taxable income and be refundable, subject to IRS tax requirements, upon your separation from employment. Please contact Benefits Center at 333-3111 for more information about alternative plans or log onto NESSIE at nessie.uihr.uillinois.edu and click on Benefits tab, and Benefits Summary to locate retirement options.



This section should be completed by Returning Retirees who are receiving a SURS annuity.

If you are a current annuitant of SURS you are not required to pay social security taxes. Please sign below indicating your status as an annuitant and the Institution from which you are a retiree.

NAME	DATE
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(Sign only if you are a **RETIREE** receiving an annuity from SURS)

Social Security Number	Institution and Date Retired
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UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN



Federal tax regulations require us to request a Social Security Number from every employee to whom compensation is paid. Employee Social Security Numbers are maintained and used by the University for payroll and benefits purposes, to verify employment history, and are reported to Federal and state agencies on forms required by law or for benefits purposes. The University will not disclose an employee's Social Security Number without the consent of the employee to anyone outside the University except as mandated by law or as required for benefit purposes. Failure to provide a Social Security Number may result in the withdrawal of an offer of employment and/or the denial of benefits. The University of Illinois is working to minimize the use of Social Security Numbers within its business processes. For a full description of the University of Illinois' Social Security number policy, please visit <http://www.ssn.uillinois.edu>.

NOTICE TO EMPLOYEES

(Academic, Nonacademic and Student Employees)

In case of injury, *however slight*, while you are engaged in University work, report at once to your supervisor.

This procedure will safeguard your interests under the Illinois Workers' Compensation Act and failure to so report may affect your right to compensation for time lost or reimbursement for expenses incurred.

This is a requirement of the State Workers' Compensation Act.

You may seek treatment at:

**Carle Occupational Medicine
Located at Carle Foundation Hospital
810 W. Anthony Drive, Urbana, IL
from 8:00 AM to 5:00 PM - Weekdays
Phone: (217) 383-3077**

OR

**SAFEWORKS of ILLINOIS
Located at 1806 N. Market Street, Champaign, IL
From 8:00 AM to 5:00 PM
Phone: (217) 337-2131**

Note: Employees who work outside the Champaign-Urbana area should seek treatment at a local occupational medical center.

Notice: *The University of Illinois has qualified and is operating as a self-insured employer.*

**Vickie Anders, Claims Manager
810 S. Sixth Street, Champaign, IL 61820
(217) 333-1080**

**is in charge of making compensation payments
to Urbana-Champaign employees.**

UNIVERSITY OF ILLINOIS – REVISED 07/2011

University of Illinois
UIC UIUC UIS

NESSIE
nessie.uihr.uillinois.edu

The electronic way to keep your employment information up-to-date

- View and update personal information
- Arrange an electronic employment verification
- View and update your benefits information
- Change Direct Deposit
- View your current earnings statement
- View your notification of appointment
- Change withholding allowance

Following Banner conversion on January 16, 2014, you need to submit changes regarding your employment information via NESSIE. As an Extra Help Services employee, you will need your Net ID and Password. **THE LOGIN ID** is your Net ID. If you are unsure of your net id, please contact our office at 333-4752. Once in NESSIE, you will need your UIN and will then be asked to create a pin number of your own. This will allow you to access NESSIE and make any/all of the changes listed above.

Human Resources Front End Processor

- ✧ **Confirm that the employee has submitted an on-line application for Civil Service employment. Application is found at <https://jobs.illinois.edu>**

- ✧ **Ensure that you have printed, completed and attached to HRFE all appropriate EH Employment Documents from this packet.**

- ✧ **Ensure that you have completed the Employment Verification form using Tracker I-9 <https://apps.illinois.edu/HumanResources.html>**

- ✧ **Send all original paperwork to:
Extra Help Services
52 E. Gregory Drive
MC-563**

Instructions for completing Online Application for Civil Service employment

Go to: <https://jobs.illinois.edu/>

- **Create an Account:** Fill in the account information making note of the User Name and Password you created. After you have created an account, you will receive an email confirming it. (PLEASE DO NOT CREATE AN ACCOUNT IF YOU HAVE STARTED OR COMPLETED AN APPLICATION IN THE PAST. If you don't remember your user name and password, email us at jobs@illinois.edu or call 333-2137 during business hours, Monday – Friday, 8:30 a.m. to 4:00 p.m.)
- After you click “Apply Now” you will be taken to your profile page where you will find a section called “**Documents to Complete.**” This section will have documents that you are required to complete as you move through the process of completing the application. Documents waiting to be completed will have “Start” under the Action column. Once you have completed them, they will have “View” and/or “Edit” in the Action column. If you started a form but did not submit it, it will have “Continue” in the Action column.
- **Pre-Approval Form:** You should have a CS Pre-Approval Form under Documents to Complete. Click “Start” next to the form and fill it out.
 - Note 1:** All fields with an * next to them are required fields.
 - Note 2:** If you have a suffix in your name such as Jr., Sr., III, etc., please select the correct suffix in the drop-down box, rather than including the suffix in the name field.
 - Note 3:** You must include an area code in the phone number.

After you submit the CS Pre-Approval Form, you will see a message that says your request will be processed within 3 business days. Click “Return to Profile” and click “Logout.” When your pre-approval has been processed, you will receive an email indicating you can complete the application. If we found a previous account for you, you will receive an email with a “Corrected User Name” that will need to be used instead of the one you just created. In this case, you will also receive an email with a new password to use with your old user name.

- **Civil Service Employment Application Part 1 & 2:**

Once you have received the email that you can complete your Civil Service application, go back to <https://jobs.illinois.edu/>, log in, and click on “Start” next to the Civil Service Employment Application Part I. Once you have filled out and submitted Part 1, it takes you to Part 2.

Complete all 9 steps of Part 2 of the Civil Service Employment Application as instructed below. Fields with a red * are required fields. All other fields are optional. The work experience should be as detailed as possible. This is what is used to determine your qualifications for the exams you request.

The numbered steps in the following instructions correspond with the numbered steps in the application. Once you have completed a step and continue, you can return to that step by clicking on the link at the top of the page.

1. Personal - Make sure your name is entered correctly. If you have Jr., Sr., or roman numerals after your name, select the correct information in the “Suffix” drop-down box, rather than including it in the name field. Be sure your mailing address and email address are

correct, since this is how we will correspond with you. Phone numbers must include a zip code. If you have a relative employed by or on the Board of Trustees of the University of Illinois, click on “Add Relative,” fill in the blanks, and click “Save.” When you are done with step 1, click “Continue” at the bottom of the page to go to the next step.

2. UI Status - Select your University of Illinois employment status in the drop-down box and click “Continue” to go to the next step Your choices are Applicant (if you do not or have not worked at the U of I), Former Civil Service Employee, Current Permanent Civil Service Employee, Current Extra Help Civil Service Employee, Current Academic Employee, or Former Academic Employee. If you choose “Current Permanent Civil Service employee” or “Current Academic employee” and this is the first time you have selected this option, you will be prompted to login using your Net ID when you continue from this page. You will be redirected back to the application after logging in.

3. Experience - Employment History— It is *very important* to include any Pertinent work experience on your application. Duties should be filled in using as much detail as possible, since this is what is used to determine your qualification for exams you request. To ADD your work experience, click on “Add Employment History.” The start date is required. The end date is required unless you indicate this is your current employer. Duties should be filled in using as much detail as possible, since this is what is used to determine your qualification for exams you request. Click “Save” to save the employment history record. Continue in this manner adding as many employment records as you want. To EDIT an employment record you have already added, just click on that record, make your changes, and click “Save.” To DELETE a record, click on that record and then click “Delete.” **Military Information**— If you DO NOT have military experience, SKIP this section and click “Continue” at the bottom of the page.

If you DO have military experience, do the following:

1. Select the Military Branch of service in the drop-down box.
2. Enter the start date and end date. If you are still in the military, leave the end date blank and click in the box next to “Presently in Service.”

Note: If you declare that you have served in the military, you will need to provide a copy of your NGB Form 22 or DD214 showing honorable discharge from said branch of the military in order to receive Veteran’s Preference Points. These documents can be attached to this application process or you can send them to Staff Human Resources, 52 E Gregory Drive, Champaign, IL 61820. When you are finished with Experience, click “Continue” to go to the next step.

4. Education - To ADD high school information, click on “Add High School.” Select the high school status from the drop-down box. The other fields are optional. Click “Save” to save the high school record.

To ADD college information, click “Add College/University.” Fill in the blanks. To add a major or minor, click “Add a Major or Minor.” When finished with the college record, click “Save.”

To EDIT a college record once it has been added, click on the school name. Edit the information and then click “Save.”

When finished with Education, click “Continue” at the bottom of the page to go to the next step.

Note: If you have a degree and/or college coursework that you want us to

consider during the exam qualification process, documentation must be provided to us at the time you request the exam.

5. Skills/Licenses – On this page of the application, you can add information about any certifications or licenses you have. To do so, just click the add button to the right of the section you wish to fill in. If you answer “Yes” to the question about adding your driver’s license, additional boxes will appear for you to fill out.

To add information about any additional skills you have, which were not listed under your work experience section, click “Add Skill.” Give the skill a title. In the comments box, describe the skill. Then click “Save.”

Click “Continue” at the bottom of the page to move to the next step.

6. References – To add a personal or professional reference, click “Add Reference,” fill in the desired information, and click “Save.” Click “Continue” to go to the next step.

7. Exam Request – This is *NOT* the exam request form, but will tell us whether to take you to the exam request form after you submit your application. If you would like to request an exam, click “Yes” to answer the question. You will need to provide the last 4 digits of your Social Security number to continue to the next step. After you have completed and submitted your application, you will be given the opportunity to fill out the exam request form.

Click “Continue” to go to the next step.

8. Documents – This step is where you can upload documents which may be needed to qualify you for exams that you request, such as college transcripts, certifications, professional licenses, etc. If you have no documents to upload, click “Continue” to go to the next step.

To upload a document, click “Add.” Enter the name of the document in the name field and a short description in the description field.

Click “Browse” to find and select the document you are going to upload (attach) to your application.

In the document type field, click the drop-down box and select the type of document you are attaching. Click “Save.” Click “Continue” to go to the next step.

9. Review/Submit – This page shows you what your completed application looks like. If you see something on your application you want to change, click the link at the top of the page to get back to that step of the application. (Example: If you need to change something in your work history, click “3. Experience.” Make your changes, “Save” them, and click “Continue.” Then click “9. Review/Submit” to get back to the submit page.) If everything looks good and you have read the statements at the bottom of the page, click “I agree” and then click “Submit” to submit your application. Your application is not complete until you have submitted it.