To apply go to http://dscc.uic.edu/who-we-are/employment-opportunities/ See gold boxes at bottom of page.

Step 1
- Click on “submit application”, for first time users click on “create account”.

Step 2
- On profile page, click “Civil Service Positions” at top of page. Click “Apply for position”.
- “Division of Specialized Care for Children” must be selected as the desired work location.

Step 3
- Click on “pre-approval form”. Complete and submit.
- Next, complete the following:
  - Application,
  - Civil Service EEO Form,
  - CS Exam Request “Division of Specialized Care for Children” must be selected as the desired work location.
- Reminder: submit an exam request form for each job title of interest.

*For returning applicants: click on “submit application”, log in, update application and click on edit “CS Exam Request”.

*To reset passwords or need assistance please contact the helpdesk at 312-413-4848.