



**State Representative La Shawn K. Ford**

# DAILY JOB LISTINGS



**Springfield Office**  
**239-E Stratton Office Building**  
**Springfield, IL 62706**  
**TEL: 217-782-5962**  
**FAX: 217-557-4502**

Chicago Austin \* Oak Park \*  
Riverside \* North Riverside \*  
Brookfield \* Berwyn \* Proviso  
Township \* Forest Park \* La Grange  
\* LaGrange Park \* Western Springs

03/25/2018



Job Title: **Stationary Engineer - Assistant Chief**  
Agency: Central Management Services  
Closing Date/Time: Wed. 03/28/18 5:00 PM Central Time  
Salary: \$8,559.06 - \$8,901.84 monthly  
Job Type: Full-Time  
Location: Livingston County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **PR000**  
Bid ID#: **CMS 17758**

Under general direction, plans and directs all phases of the physical plant operations for the efficient operation and maintenance for the Central & Southern Region, Illinois Department of State Police (ISP) District 6 Headquarters in Pontiac, ISP Ashkum, Metamora & Macomb Offices, Peoria CMS Regional Building and other client agency facilities within the region.

**Agency Contact:**

CMS Internal Personnel/HR/Hiring  
401 S. Spring Street Room 414  
Springfield, IL 62706  
217-558-3093  
217-558-5943 Fax

03/25/2018



Job Title: **Social Services Career Trainee - Opt SS**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,305.00 - \$4,731.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Bid ID#: **L-HCD Continuous**

Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

03/25/2018



Job Title: **TM IV Plan Manager**  
Agency: Transportation  
Closing Date/Time: Fri. 03/30/18 4:30 PM Central Time  
Salary: \$5,015.00 - \$7,085.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **PM-00**  
Bid ID#: **IPR#42684**

This position reviews federal and departmental policies governing transportation enhancements and develops program guidelines and criteria that meet requirements for implementation of the Illinois Transportation Enhancement Program (ITEP). This position analyzes, evaluates and makes funding recommendations for candidate ITEP projects submitted by local governmental agencies and ensures compliance with the Grant Accountability and Transparency Act (GATA).

Technical Applications [PM1080 rev 6/1/17](#)\*\***must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Friday, March 30, 2018**, 4:30 p.m.

03/25/2018



Job Title: **Veterans Employment Representative I - Opt 2**  
Agency: Employment Security  
Closing Date/Time: Thu. 03/29/18 5:00 PM Central Time  
Salary: \$3,647.00 - \$5,342.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **RCRA 12079**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in social or behavioral sciences, business administration or marketing. Requires other than dishonorable discharge from the Armed Services of the United States and **requires a qualified Service-Connected disability.**

**WHERE TO APPLY:**

IDES Recruitment & Selection  
607 E. Adams Street - 8th Floor  
Springfield, IL 62701  
Attn: Don Motley  
Phone: 217-524-2980  
Fax: 217-524-3472

03/25/2018



Job Title: **Mental Health Technician Trainee /Mental Health Technician I**

Agency: Human Services

Closing Date/Time: Thu. 03/29/18 5:00 PM Central Time

Salary: \$2,577.00 - \$3,454.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: **13**

Plan/BU: **RC009**

Bid ID#: **10-72-105023-105035**

**Mental Health Technician Trainee**

Under immediate supervision, completes classroom and on-the-job training. Performs beginning level direct care functions in the care and habilitation of individuals with developmental disabilities, on assigned unit under supervision of the Residential Services Supervisor during trainee period.

**AGENCY CONTACT:**

Alice M. Chambers  
Human Resources Representative  
Elisabeth Ludeman Center  
114 N. Orchard Drive  
Park Forest, IL 60466  
Phone: 708-283-3015  
Fax: 708-283-3017

03/25/2018



Job Title: **Executive Secretary III - Opt 2**  
Agency: Public Health  
Closing Date/Time: Thu. 03/29/18 5:00 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **IDPH 40-16-0087**

Subject to management approval performs highly responsible administrative secretarial work for the Deputy Director for the Office of Health Care Regulation; Composes and types correspondence of highly complex and confidential nature. Proofs for form, grammar, and spelling. Conducts complex projects and studies by gathering, reviewing and completing assigned projects. Takes telephone messages, and screens calls for the Deputy Director.

**Agency Contact:**

Office of Human Resources  
535 W. Jefferson St. 4th fl  
Springfield, IL 62761  
Phone: 217-785-2031  
Fax: 217-785-2038  
Email: [DPH.HRApplications@illinois.gov](mailto:DPH.HRApplications@illinois.gov)

03/25/2018



Job Title: **Public Service Administrator - Opt 8L**  
Agency: Healthcare & Family Services  
Closing Date/Time: Thu. 03/29/18 11:59 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB010**  
Bid ID#: **GC0066**

Requires knowledge, skill and mental development equivalent to graduation from a recognized law school; requires the possession of a license to practice law in Illinois; requires two years of professional experience in the practice of law or in the conduct of judicial or quasi-judicial hearings; requires thorough knowledge of substantive law and general knowledge of accounting.

Location:  
Office of General Counsel  
Bureau of Administrative Hearings  
69 W Washington, 4th Floor  
Chicago, Illinois 60607 (Cook County)

Agency Contact:  
Judy Beverly  
Bureau of Personnel and Administrative Services  
2946 Old Rochester Road  
Springfield, Illinois 62703

[judy.beverly@illinois.gov](mailto:judy.beverly@illinois.gov)

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORD.COM](mailto:WORKFORCE@LASHAWNFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>



03/25/2018



Job Title: **Office Associate - Opt SS1**  
Agency: Healthcare & Family Services  
Closing Date/Time: Thu. 03/29/18 11:59 PM Central Time  
Salary: \$2,782.00 - \$3,781.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **GC0067**

Under general supervision, performs a variety of responsible clerical duties, serves as unit receptionist; responds to inquiries from callers and visitors in Spanish for individuals who speak Spanish but do not speak or understand English; receives, date stamps, and distributes office mail; reviews, updates, and submits for data entry material such as case jackets, trip sheets, withdrawals, and other documents; drafts weekly and monthly reports.

Agency Contact:  
Judy Beverly  
Bureau of Personnel and Administrative Services  
2946 Old Rochester Road  
Springfield, Illinois 62703

217-557-5244 Office  
217-782-8889 Fax

[judy.beverly@illinois.gov](mailto:judy.beverly@illinois.gov)

03/25/2018



Job Title: **TM V Sign Shop Manager**  
Agency: Transportation  
Closing Date/Time: Tue. 03/27/18 4:30 PM Central Time  
Salary: \$6,020.00 - \$10,210.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#42679**

This position is accountable for managing District Sign Shop Operations, which install and maintain pavement marking and signs and prepare special panels and structural materials for the operation and maintenance of freeway signing.

Technical Applications [PM1080 rev 6/1/17](#)\*\***must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Tuesday, March 27,**

03/25/2018



Job Title: **ET III Resident Technician/Inspector**  
Agency: Transportation  
Closing Date/Time: Fri. 03/30/18 4:30 PM Central Time  
Salary: \$3,840.00 - \$5,308.00 monthly  
Job Type: Full-Time  
Location: Lee County, Illinois  
Number of Vacancies: **3**  
Plan/BU: **PM-00**  
Bid ID#: **IPR#42696**

This position is accountable for the layout, inspection, and documentation of minor to intermediate construction projects or assisting the Resident Engineer/Resident Technician on major construction projects.

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03/25/2018



Job Title: **TM IV Database GIS Specialist**  
Agency: Transportation  
Closing Date/Time: Fri. 03/30/18 4:30 PM Central Time  
Salary: \$5,015.00 - \$7,085.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **PM-00**  
Bid ID#: **IPR#42493**

This position is accountable for development, operation and continuing appraisal of all Geographic Information System (GIS) applications in the Bureau of Programming, Program Development and Program Management Sections. Most of these applications will use data from a comprehensive project information system, Windows Program Planning System (WPPS), and other bureau applications including the Performance Based Project Prioritization (PBP) System that uses GIS files and Excel spreadsheets. Users of these applications are Office of Highways Project Implementation staff.

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Agency: Central Management Services  
Closing Date/Time: Wed. 03/28/18 5:00 PM Central Time  
Salary: \$8,559.06 - \$8,901.84 monthly  
Job Type: Full-Time  
Location: Livingston County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **PR000**  
Bid ID#: **CMS 17758**

Under general direction, plans and directs all phases of the physical plant operations for the efficient operation and maintenance for the Central & Southern Region, Illinois Department of State Police (ISP) District 6 Headquarters in Pontiac, ISP Ashkum, Metamora & Macomb Offices, Peoria CMS Regional Building and other client agency facilities within the region.

**Agency Contact:**

CMS Internal Personnel/HR/Hiring  
401 S. Spring Street Room 414  
Springfield, IL 62706  
217-558-3093  
217-558-5943 Fax

03/25/2018



Job Title: **TM IV Plan Manager**  
Agency: Transportation  
Closing Date/Time: Fri. 03/30/18 4:30 PM Central Time  
Salary: \$5,015.00 - \$7,085.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **PM-00**  
Bid ID#: **IPR#42684**

This position reviews federal and departmental policies governing transportation enhancements and develops program guidelines and criteria that meet requirements for implementation of the Illinois Transportation Enhancement Program (ITEP). This position analyzes, evaluates and makes funding recommendations for candidate ITEP projects submitted by local governmental agencies and ensures compliance with the Grant Accountability and Transparency Act (GATA).

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Salary: \$3,647.00 - \$5,342.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **RCRA 12079**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in social or behavioral sciences, business administration or marketing. Requires other than dishonorable discharge from the Armed Services of the United States and **requires a qualified Service-Connected disability.**

**WHERE TO APPLY:**

IDES Recruitment & Selection  
607 E. Adams Street - 8th Floor  
Springfield, IL 62701  
Attn: Don Motley  
Phone: 217-524-2980  
Fax: 217-524-3472

03/25/2018



Job Title: **Mental Health Technician Trainee /Mental Health Technician I**

Agency: Human Services

Closing Date/Time: Thu. 03/29/18 5:00 PM Central Time

Salary: \$2,577.00 - \$3,454.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: **13**

Plan/BU: **RC009**

Bid ID#: **10-72-105023-105035**

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**AGENCY CONTACT:**

Alice M. Chambers  
Human Resources Representative  
Elisabeth Ludeman Center  
114 N. Orchard Drive  
Park Forest, IL 60466  
Phone: 708-283-3015  
Fax: 708-283-3017



03/25/2018



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Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **IDPH 40-16-0087**

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535 W. Jefferson St. 4th fl  
Springfield, IL 62761  
Phone: 217-785-2031  
Fax: 217-785-2038  
Email: [DPH.HRApplications@illinois.gov](mailto:DPH.HRApplications@illinois.gov)

03/25/2018



Job Title: **Social Services Career Trainee - Opt SS**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10 41 SSCT SS**

Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities. Receives information on DHS as a total agency & the comprehensive services provided as well as community services and supports available to persons w/disabilities. Becomes aware of different disabilities and the medical and functional limitations imposed while completing academic coursework necessary to obtain a Master's degree in rehabilitation or a closely related field. Assists on caseloads of persons whose primary language is Spanish.

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

03/25/2018



Job Title: **Human Services Caseworker**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,891.00 - \$5,797.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Bid ID#: **I-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

03/25/2018



Job Title: **Human Services Caseworker - Opt SS**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,891.00 - \$5,797.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Bid ID#: **J-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel. Requires ability to speak, write and read Spanish

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

03/25/2018



Job Title: **Corrections Nurse Trainee (Upward Mobility Target Title)**

Agency: **Corrections**

Closing Date/Time: **Continuous**

Salary: **\$4,338.00 - \$6,500.00 monthly**

Job Type: **Full-Time**

Location: **LaSalle County, Illinois**

Number of Vacancies: **4**

Plan/BU: **RC063**

Bid ID#: **IDOC29-80-15-0249**

Under immediate supervision for a period of six to twelve months, participates in an agency sponsored training program, receiving a combination of comprehensive classroom and on the job training in the nursing field. Receives training in conforming with established standard, procedures, policies and security guidelines and providing the full range of professional nursing services in the care and treatment of inmate patients in a correctional facility.

POSITION # 09836-29-80-210-11-01

CONTACT: **Faith DiRosa / HR Rep**  
**Sheridan Correctional Center**  
**4017 E. 2603rd Road**  
**Sheridan, IL 60551**  
**815-496-2181 ext: 2008**  
**815-496-2931 Fax**

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORD.COM](mailto:WORKFORCE@LASHAWNFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

03/25/2018



## CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:  
James R. Thompson Center  
100 W. Randolph, Suite 3-300  
Chicago, IL 60601-3220  
(312) 793-3565 (voice)  
Illinois Relay Center 800) 526-0844

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORD.COM](mailto:WORKFORCE@LASHAWNFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

03/25/2018



MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible  
Schedule Testing Check in time for tests - clerical and non-clerical is anytime  
between 8:00 a.m. - 1:30 p.m.

## **What is the CTA Second Chance Program?**

The CTA Second Chance Program is an initiative offered in conjunction with the City of Chicago and social service agencies throughout the city. Working closely with the Department of Family and Support Services, hard-to-place individuals are given an opportunity to obtain full-time employment and training which may enable a start of a long-term, meaningful career.

### **How to apply**

Jobseekers need to actively participate in one of the 13 designated agencies' work readiness programs. The CTA Second Chance program is in regular communication with the agencies listed below. The agencies' top participants are referred to CTA for the bus servicer and rail car servicer Second Chance positions.

## **[Click Here For the 13 Designated Agencies](#)**

### **What are the eligibility requirements and qualifications?**

- Job seekers interested in participating must:
  - Reside within the City of Chicago
  - Be 18 years or older
- Participate in 8-10 weeks of Job Readiness Training and obtain a certificate of completion from one of the 13 referring agencies.

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFOR.COM](http://WWW.LASHAWNFOR.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFOR.COM](mailto:WORKFORCE@LASHAWNFOR.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>



- Second Chance participants that are referred are required to be released from the following:
  - House arrest (wearing metal band/bracelet)
  - Drug/alcohol program (i.e. Methadone treatment)
    - Work release center
    -

**How many Second Chance positions are available?**

Up to 265 Second Chance participants may be employed by CTA in one calendar year. Start and end dates per Second Chance participant are on a rolling basis.

**How long does the program last?**

Based on job performance and attendance, a participant may serve for 12 months or more.

**How much does the program pay?**

Participants are paid at a rate of \$10.00 per hour and may work up to 40 hours per week. Pay checks are issued on a bi-weekly pay period.

**How is a participant selected?**

As positions become available, CTA contacts the referring agencies. Referring agencies recommend applicants who they have screened and who have successfully completed the job readiness program.

**Once the referring agency recommends an applicant, what happens?**

- Applicants are fingerprinted for background processing.
  - Applicants complete a medical review.

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFOR.COM](http://WWW.LASHAWNFOR.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFOR.COM](mailto:WORKFORCE@LASHAWNFOR.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>





- If the applicant passes background and medical what are the next steps?
  - Orientation/pre-hire
- Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.
  - Completion of all hiring documentation and application inserts
    - Training
- Participants are required to complete a (paid) safety training prior to reporting to assigned work location.
  - The overall performance and attendance/tardiness of each apprentice is scored.
- Supervisors and apprentices are required to review the scoring of the evaluations, solicit feedback and address any questions or concerns.
- Agencies provide individual case management on each apprentice and maintain periodic contact.

**What happens when the participant successfully completes the program?**

- Participants in good standing receive a certificate of completion and letter of reference from CTA.
- Providing there are no additional arrests or convictions on the participant's record, the Second Chance program participant is encouraged to apply for CTA vacancies.

**Who can you call if you have questions?**

If you still have questions about this program, you can contact the CTA Second Chance Hotline

- 312-681-2293.