Example 2.3b

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
1717 Philo Road, Suite 24, Urbana, IL 61802-6099

_____

Place of Employment

<u>REQUEST FOR PRIOR APPROVAL OF</u>
<u>WAIVER OF QUALIFICATION(S) FOR EXAMINATION</u>

TO: Executive Director of the System

FROM: _____

DATE: _____

In the case of the application of : _____

Who has applied for examination in the class of: _____

I hereby request permission to waive the following minimum qualification(s) as set forth in the class specification:

This request is made in accordance with section 250.50(b)(4) of the Illinois Administrative Code (80 Ill. Adm. Code §250.50(b)(4) (2000)).

Reason for request

As of the date of admission of this applicant to examination, there are _____ names on active registers for this class.

These names are:

I certify that each of these candidates has indicated that he/she is not interested in Position No. _____.

_____   _____
Date   Approved by Designated Employer Representative

☐   Approved   ☐   Not Approved

_____   _____
Executive Director   Date