



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Application for Employment Instructions

This Application for Employment Instructions assists applicants filling out the Application for Employment application. Below are instructions for attaching documents and submitting a package via email.

NOTE: YOU WILL NEED AN EMAIL ADDRESS/ACCOUNT TO SUBMIT AN APPLICATION FOR EMPLOYMENT PACKAGE AND ANY REQUIRED APPLICABLE DOCUMENTS

If you do not have an email, you can get a free email account from providers like Google (G-Mail), Yahoo, and others.

Main Steps to submit a package

1. Complete the Application For Employment Form. Please Fill out **ALL** pertinent information. Last Name, First Name, Home Phone, Position, Signature, Date, Email are very important contact information in case NJDOT needs to contact you about the application/position you are applying.
2. Send application and any required/applicable documents (i.e. resume, unofficial transcript) via email to:

SEND EMAIL TO: DOT.NJDOTJOBS@dot.nj.gov

SUBJECT: HR Application for Employment - <your last name>, <your first name> <mi> (<job posting number(s)/type(s) of work>)
EX. - HR Application for Employment - Smith, Mike (16-00085)

ATTACHMENTS: This application and any other supporting documents (resume, transcripts, etc.)

IMPORTANT REMINDER: INCOMPLETE PACKAGES WILL NOT BE CONSIDERED.