

N.J.A.C. 4A:4-2.1(f), states that any supplemental information received after the closing date cannot be considered.

The appellant was determined to be ineligible for the examination as he did not complete his application. Specifically, no experience had been submitted. The online application process is automated and provides instructions to candidates on how to properly complete their applications. When an applicant clicks on the payment tab to submit their online application and they have not provided any experience, they receive a warning message as highlighted below. If the applicant does want to provide experience, they must click ‘Yes’ to return to the experience section before submitting their application. If they do not have any experience to report, they click ‘No’ to complete and submit their application. The note on the appellant’s application indicates that “during the application creation process, employment information was not entered into the experience section.” If additional documents were provided by the closing date, this information is reviewed in determining eligibility.

Also, by clicking “yes,” the appellant certified that his employment history was complete and accurate. A copy of the application as it appears online is as follows:

Online application using the above link.


Once you submit your online application and application fee, you will not be able to go back to the application to add or modify your information. Your application fee cannot be refunded after your application is submitted.

I certify that the information I have provided in this application is complete and accurate.

Warning: The New Jersey Civil Service Commission (NJSCS) may refuse to examine, or certify after examination, any applicant who makes a false statement of any material fact per NJAC 4A:4-6.2.

I understand that my application may be released to the Appointing Authority for the purpose of verifying information with regard to my qualifications.

I understand that once I submit my electronic application, I will not be able to make any changes to it. Any changes or additional information must be mailed to the NJSCS by the announcement closing date.

 You have not provided any employment information in the Experience section. By clicking “Yes” you will be returned to the Experience section where you will be able to provide employment information. By clicking “No” you will be taken to the Payment section and will not be able to return to the Experience section.

Under *N.J.A.C.* 4A:4-2.1(g), the Commission can accept clarifying information in eligibility appeals. However, *N.J.A.C.* 4A:4-2.1(f) provides that an application may only be amended prior to the announced closing date. For example, information submitted on appeal pertaining to duties in a given position that

expands or enlarges information previously submitted is considered clarifying and is accepted. However, any documentation indicating work in a setting that was not previously listed on an application or resume cannot be considered after the closing date. Thus, the Commission can only consider information provided on appeal regarding the positions listed on the appellant's original application. *See In the Matter of Diana Begley* (MSB, decided November 17, 2004). The appellant submitted his resume with information that was not listed on his application. This is considered to be supplemental information, and cannot be accepted after the closing date.

The appellant did not provide any experience on his application and certified that his application was complete and accurate. Accordingly, there is no basis to accept the appellant's supplemental information after the closing date.

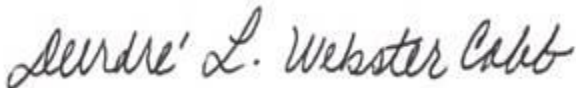
A thorough review of all material presented indicates that the decision of Agency Services, that appellant did not meet the announced requirements for eligibility by the examination closing date, is amply supported by the record and appellant provides no basis to disturb that decision. Thus, appellant has failed to support his burden of proof in this matter.

ORDER

Therefore, it is ordered that this appeal be denied.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 19TH DAY OF AUGUST 2020



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