



# New Jersey Civil Service Commission Announcement and Online Application System User Guide



STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION

Online Application System

Philip D. Murphy  
*Governor*  
Sheila Y. Oliver  
*Lt. Governor*

Deirdré L. Webster Cobb, Esq.  
*Chair/Chief Executive Officer*

# Before you Begin:

## Application Reminders

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- Before completing an application, please read the entire announcement.
- To ensure that your information is properly submitted, be sure to click the Save button on all screens that contain data.
- Carefully review your application to ensure that it is complete and accurate before submitting.
- All requirements must be met as of the announcement filing deadline.
- Online applications must be completed and submitted by the announcement filing deadline listed on the announcement.
- You must complete your application in detail. Your score may be based on a comparison of your background with the job requirements. Failure to complete your application properly may cause you to be declared ineligible or may lower your score if your application is your test paper.
- If supplemental documents are **required**, please upload them with your application or submit them within five business days of submitting your online application.

## Veteran's Preference

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### Applying for Veteran's Preference:

- If you have established veteran's preference since April 1, 1980 no further action is needed. Otherwise, complete a veteran's preference claim form and include the required documents.
- Claim forms are available on our website at <https://nj.gov/csc/seekers/veterans>
  - Completed forms should be mailed to the Department of Military and Veteran's Affairs (DMAVA).
- For more information, visit their website at <https://www.nj.gov/military> or contact them at 1-888-865-3387.

### Processing Fees for Veterans:

- In accordance with Public Law 2010 c. 26, Veterans pay a reduced processing fee of \$15.00 if
  - Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq) has previously been established or
  - DMAVA has approved a claim at least 8 days prior to the issuance of the eligibility list.
- Please note this reduced fee does not apply to Public Safety titles.

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# Getting Started

By accessing the Civil Service Commission's website at <https://nj.gov/csc> and clicking "Job Announcements and Testing Information", you will have the ability to search various job announcements and read employment information about the State of New Jersey.

Governor Chris Christie • Lt. Governor Kim Guadagno  
NJ Home | Services A to Z | Departments/Agencies | FAQs  
Search All of NJ  Submit

### JOB SEEKERS

- Overview
- About Public Service
- Nine Steps
- For Veterans
- Job Announcements and Testing Information**
- Certification FAQ
- Public Safety Testing News  
• Updated 05/31/2012

### CURRENT EMPLOYEES

- Employee Programs
- Job Announcements and Testing Information
- Appeals
- For Veterans
- Public Safety
- Compensation Compendium
- Occupational Categories

### APPOINTING AUTHORITIES AND EMPLOYERS

- Classification and Personnel Management
- Classification and Compensation
- Appeals
- Job Announcements and Testing Information
- Intergovernmental Services
- CAMPS
- Team Map
- Appointing Authorities / Employers FAQ

### ABOUT US

State & Local Operations now Classification & Personnel Management [more...](#)

- About CSC
- Mission
- Objectives
- Brief History
- Office of the Chair
- Divisions / Offices
- Meetings of the CSC
- Regulations and Laws
- News
- Forms and Publications
- Contact and Directions

Chair/Chief Executive Officer  
Robert M. Czech

New Jersey First Act  
Residency Exemption Application

CSC CALENDARS  
Find out what's going up at CSC!

NEW JERSEY GOVERNMENT  
EMPLOYEE IDENTIFICATION  
NUMBER INQUIRY SYSTEM

Jobs4Jersey.com  
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www.YOURMONEY.NJ.GOV

OPRA / Open Public Records Act

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Department: CSC Home | Job Seekers | Current Employees | Appointing Authorities and Employers | About Us

# Search Job Announcements

Click this link to view announcements that are **open to the public**.

Click this link if you are a **current State, County or Municipal Government employee with permanent status**.

The screenshot displays the homepage of the State of New Jersey Civil Service Commission. The header includes the state seal and the text "STATE OF NEW JERSEY CIVIL SERVICE COMMISSION". On the right, it lists "Governor Chris Christie • Lt. Governor Kim Guadagno" and navigation links for "NJ Home", "Services A to Z", "Departments/Agencies", and "FAQs". A search bar is present with a dropdown menu set to "All of NJ" and a "Submit" button.

The main content area is divided into several sections:

- HOME**
- JOB SEEKERS**
  - About Public Service
  - Overview and Job Announcements**
    - [Job Announcements and Testing Information](#)
    - Public Safety Job Announcements
    - Other State Job Opportunities
    - Job Title List
    - Orientation Guides
    - Job Seeker FAQ
    - Compensation Compendium
    - NJ First
  - For Veterans
- CURRENT EMPLOYEES**
- APPOINTING AUTHORITIES AND EMPLOYERS**
- ABOUT US**

The right-hand side of the page features a sidebar with links to "Job Description and Title Search", "Eligibility Lists", and "Testing Facility Information".

The main content area includes the following sections:

- Job Announcements and Testing Information**
  - Job Announcements for the Public**

An Open Competitive Job Announcement is an invitation for the public to compete for existing and future job vacancies in a State, County or Municipal government job title. To better understand the process of obtaining careers for New Jersey's Public Service please visit the [Job Application Process](#).

[Click here to view all of our open announcements](#)
  - Promotional Announcements for Current Government Employees**

A Promotional Announcement is a notification of a current or anticipated vacant position for permanent State, County or Municipal government employees.

[Click here to view Promotional Announcements](#)
  - Intergovernmental Transfer Announcements**

An Intergovernmental Transfer Announcement is an invitation for permanent State, County or Municipal Government employees or civil service employees who have been laid off to apply for a job within another jurisdiction.

[Click here for more information](#)
  - Civil Service Testing and Evaluation Methods**

Applying for a Civil Service examination? Learn more about the types of examinations the Civil Service Commission's administers and the evaluation methods we use:

[Click here for testing and evaluation methods](#)

The footer contains the "OPRA | Open Public Records Act" logo, contact information, and a copyright notice: "Copyright © State of New Jersey, 1996 - 2011".

# View Open Competitive Job Announcements

On this page, you can sort the job announcements according to job title, jurisdiction, issue date, closing date, etc. by clicking on the up/down arrows. Click  to obtain the entire announcement, which lists all requirements.



## Job Announcements

[CLOSE WINDOW](#) | [NJCS HOME](#) |

The New Jersey Civil Service Commission updates this page daily. Note the closing date for submitting applications. If the announcement is opened to residents of more than one jurisdiction, the eligible list will be ranked according to that sequence. [Click here](#) for additional information.

Most Announcements will remain on this page for at least two weeks. Filing instructions are provided with each announcement and state how and where to apply. Click on the icon in the list below to obtain the complete Job Announcement.

If you file an application and are not a resident of the jurisdiction(s) listed in the "Open to residents of" field on the announcement, you will be found ineligible and your application fee **will not** be refunded.

**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: [OAS.support@csc.state.nj.us](mailto:OAS.support@csc.state.nj.us) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so **PLEASE FILE EARLY**.

- Show All Job Announcements
- Refine Search Result With Job Title Name

### NEED HELP ?

- [Job Application - Tips and Techniques](#)
- [OAS User Guide](#)

Showing All Jobs Announcements ( 51 )

symbol	title	jurisdiction	open to residents of	issue date	closing date
 C1021R	Maintenance Supervisor	Bergen County	Bergen County	11/12/13	12/03/13
 C1019R	Senior Data Processing Systems Programmer	Essex County	1) Essex County; 2) Bergen County, Hudson County, Morris County, Passaic County, Union County	11/12/13	12/03/13
 C1018R	Security Guard	Hunterdon County	Hunterdon County	11/12/13	12/03/13
 M1020R	Library Director	Fairview	1) Fairview Borough; 2) Bergen County; 3) Essex County, Hudson County, Passaic County	11/12/13	12/03/13
 C1017R	Records Manager	Union County	Union County	11/12/13	12/03/13

### Tip

Job announcements are added on a regular basis. If you do not see a title in which you are interested, please check back.

# Applying for a Job

If you are interested in, and satisfy the requirements listed on the announcement, click this link to begin the application process.

The screenshot shows a job announcement page from the New Jersey Civil Service Commission. The page title is "Job Announcements". The job symbol is C1019R and the title is SENIOR DATA PROCESSING SYSTEMS PROGRAMMER. Key details include: Issue Date: 11/12/2013, Closing Date: 12/03/2013, Jurisdiction: ESSEX COUNTY, Salary: \$52,208.00 - \$79,111.00 Per Year, Num. of Positions: 1, Application Fee: \$25.00, and Workweek: 35 Hours per week. The announcement is open to residents of Essex, Bergen, Hudson, Morris, Passaic, and Union counties. Requirements include a Bachelor's degree and three years of experience in operating systems software. A note mentions that a data processing certificate can substitute for some experience. A license requirement states that appointees must have a driver's license. Important information includes: 1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date. 2. Online applications must be completed and submitted by 4:00 p.m. on the closing date. 3. Applicants must complete their application in detail, as failure to do so may lower their score or cause them to fail. 4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. 5. The announcement is open to residents of more than one jurisdiction, and the eligible list will be ranked according to that residency sequence. 6. Effective September 1, 2011, the New Jersey First residency law was enacted. 7. Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA. A callout box points to the closing date and contains the text: "If your session expires, you will need to return to this page and click here to begin a new session." At the bottom, there are two links: "Read Description of Job and Specification:04703" and "Click here to apply via the Online Application System", with the latter link circled in red.

**New Jersey Civil Service Commission**

## Job Announcements

back printable version

Symbol: C1019R  
Title: SENIOR DATA PROCESSING SYSTEMS PROGRAMMER

Issue Date: 11/12/2013  
Closing Date: 12/03/2013  
Jurisdiction: ESSEX COUNTY  
Salary: \$52,208.00 - \$79,111.00 Per Year  
Num. of Positions: 1  
Application Fee: \$25.00  
Workweek: 35 Hours per week

**OPEN TO RESIDENTS OF:**  
1) Essex County; 2) Bergen County, Hudson County, Morris County, Passaic County, Union County

**REQUIREMENTS:**  
**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**NOTE:** Experience in the study of work methods and processes, analysis of varied types of data, design and preparation of systems and programs, operation of multi-programming computer systems and work in the data processing support areas of input/output control, scheduling or reliability support may be substituted for the required education on a year-for-year basis with one (1) year of experience being equal to thirty (30) semester hour credits.

**EXPERIENCE:** Three (3) years of comprehensive experience in the generation and maintenance of operating systems software.

**NOTE:** A data processing certificate from a business or EDP school may be substituted for some of the required experience, provided the certificate is approved by the Commission. Failure to do so will result in ineligibility.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey. A driver's license, rather than employee mobility, is necessary to perform the essential duties of this position.

**IMPORTANT INFORMATION:**

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by 4:00 p.m. on the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. If the announcement is open to residents of more than one jurisdiction, the eligible list will be ranked according to that residency sequence. Please [click here](#) for additional information
6. Effective September 1, 2011, the New Jersey First residency law was enacted. Please [click here](#) for additional information.
7. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq) or their claim is approved by DMAVA at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.

Read Description of Job and Specification:04703  
[Click here to apply via the Online Application System](#)

If your session expires, you will need to return to this page and click here to begin a new session.



## Tip

During the application process, you will be asked to provide contact information, previous and current work experience, and payment information. It would be helpful to gather this information before beginning the application process.

# User Account

You must establish a User Account by creating a User ID and Password. Record your User ID and Password in a safe place so you can access your account in the future. If you are a first time user, click on this link to begin the process.

STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION

Online Application System

User Account    Application    Pay    Confirm

Thank you for choosing the New Jersey Civil Service Online Application. Once you complete and submit your application, you will receive a receipt confirmation e-mail from the New Jersey Civil Service Commission. **Please be sure to type your e-mail correctly and check your junk e-mail folder if you do not receive a receipt confirmation e-mail upon submission of your application.**

Are you ready to begin your application? You will now be able to submit your supporting documents with your online application. **Please have all your documents ready to submit prior to beginning your application.**

- If you are a new user, please click on the "Not Registered" link below.
- If you are a returning user, please enter your User ID and Password, and click Submit.

Note: You will have approximately 40 minutes to complete and submit your application. After that time you will be logged out of the Online Application System. If you are logged out, return to the announcement and click on the Online Application link to resume. Any information you have not saved at that time will be lost.

User ID:

Password:  (Case sensitive)

Submit

[Not registered?](#)

[Forgot your User ID or Password?](#)

[Privacy Notice](#)    [Contact us](#)

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\*Please note that the personal data entered through this process is safe. You can access the Privacy Policy by clicking here.



## Tip

If you are a returning user and cannot remember your User ID or Password, click on the "Forgot your User ID or Password?" link. Be sure to use the same email address you used when you established your user account. Also, note that password is case sensitive.

# User Account (continued)

You must provide all requested information to establish a user account. Use this link if you have any questions about completing your online application.

STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION

Online Application System

Contact OAS Support

User Account Application Pay Confirm

First Name: John  
Middle Initial: M  
Last Name: Smith  
Suffix: Select  
SSN: XXX-XX-1234

Please read this important message regarding using social security numbers versus a unique Applicant ID number.

Your **Social Security Number (SSN)** will be kept confidential and will be used as your Applicant I.D. number to identify and track all of your records and transactions associated with the application and testing process. Collecting this data is permissible under NJSA 11A:4-1, but its submission is voluntary. If you do not provide the SS number, a unique identification number will be assigned to you. However, once assigned, you will be responsible for remembering it for any inquiries you may have concerning your application or the testing process. It is extremely important that you keep a careful record of your unique identification number. That number will be required whenever you contact the NJCSC concerning your record.

You **must** provide your Social Security Number in order to receive New Jersey Civil Service Commission (NJCSC) Veteran's Preference for this and any future New Jersey Civil Service Commission announcement.

E-mail Address: johnsmith@anycarrier.com  
User ID: johnsmith (Up to 10 characters)  
Password: ..... (Password is case sensitive)  
Confirm Password: .....  
Security Question: In what city was your high school?  
Security Answer: Main Town

You will be asked to select a security question. If you forget your password, you will be able to retrieve it by answering the question.

Save and Continue Clear Exit

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After completing the information, click **Save and Continue**. You will receive an email notification informing you that your account has been created. Please note that this only confirms that you have created a user account, not that you have applied for a Job Announcement.

# Creating an Application

## Contact Information

You will begin the application process by providing your contact information. Once you have provided all required information, you will be able to proceed by clicking on one of the buttons on the bottom of the screen.

The screenshot shows a web application interface for creating an application. At the top, there are navigation tabs: "User Account", "Application" (which is selected), "Pay", and "Confirm". Below these is a horizontal menu with tabs: "Contact Information" (circled in red), "EEO", "Preferences", "Education", "Training", "Internship", "License", "Experience", and "Payment".

The main form area contains the following information:

- Closing Date:** 05/21/2012
- Symbol:** PS0029J
- Title:** CLERK TYPIST
- Applicant ID:** XXX-XX-1234
- Last Name:** Smith
- First Name:** John
- M. I.:** M
- Suffix:**

Below this is a section for "Veterans Preferences" with a checkbox and a link: "Check this box if you are claiming veterans preference for this examination. Click here to see if your service qualifies you for New Jersey Civil Service Veterans Preference and to get a Civil Service Veterans Preference Claim Form."

Next is a red warning message: "The above Applicant ID Number has been assigned to you. If you wish to provide your Social Security Number, return to the User Profile and update this number." A "User Profile" button is visible to the right.

The form then lists several required fields, each marked with a red asterisk (\*):

- E-mail Address:** johnsmith@anycarrier.com
- Mailing Address 1 (max 20 characters):** 123 Main Street
- Mailing Address 2 (max 20 characters):** Apt. A
- City:** Anytown
- State:** NJ
- Zip Code:** 12345
- County:** Atlantic
- City:** Absecon City
- Residency Code:** 0101
- Daytime Telephone Number:** (609)555-1212
- Alternate Telephone Number:** (empty field)

At the bottom of the form are three buttons: "Save and Continue", "Save and Exit", and "Cancel and Exit".

Please note that any field marked with an asterisk (\*) is required.

Please go to page "i" to read important information regarding Veterans Preference

**Save and Continue**  
Saves your work and moves you to the next screen.

**Save and Exit**  
Saves the entered information and exits the application.

**Cancel and Exit**  
Exits application without saving any of the entered information.

This screen contains information that is used to comply with EEOC Guidelines and the NJ State Affirmative Action Program.

Click on the radio button(s) to make a selection.

STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION

Online Application System

Contact OAS Support

User Account **Application** Pay Confirm

**Application for Open Competitive Examination**

Contact Information **EEO** Preferences Education Training Internship License Experience Payment

Closing Date: 06/14/2012 Symbol: M0427P Title: ADMINISTRATIVE CLERK Applicant ID: XXX-XX-1234

**BACKGROUND DATA:**  
(Completion of parts A and B is voluntary. The information is used to comply with EEOC Guidelines and the N.J. State Affirmative Action Program.)

**A. Select Your Ethnic Member Group:**

Black  White  Hispanic  Asian  American Indian or Alaskan Native

**B. Gender:**

Male  Female

Save and Continue Save and Exit Cancel and Exit

After completing the information on this page, select “**Save and Continue**” to advance to Preferences Screen.



If you do not have any information to provide on a screen, you can navigate through the process by clicking on the Tabs.

**Testing Center Preference**

Indicate the county in which you would like to be scheduled to take an examination, if one is required.

**ADA Accommodations**

If you are requesting an ADA accommodation, click this box.

**Work Location Preferences**

This box will only appear if you are filing for a State government position. You will not be able to proceed to the next screen if you do not choose at least one location.

Please be sure to click **“Save and Continue”** to advance to the Education Screen.

The screenshot shows a web form titled "Preferences" with the following sections:

- \*Test Center Location Preference:** A row of radio buttons for Camden, Mercer, Essex, Monmouth, Atlantic, and Bergen.
- ADA Assistance:** A checkbox with the text "Check this box if you require any auxiliary aid or reasonable accommodation to take this test. [ADA information](#)".
- \*Work Location Preferences for State Positions:** A heading followed by the instruction "Check the box(es) for all counties in which you will accept employment." Below this is a grid of checkboxes for 21 counties: Atlantic, Camden, Essex, Hunterdon, Monmouth, Passaic, Sussex, Bergen, Cape May, Gloucester, Mercer, Morris, Salem, Union, Burlington, Cumberland, Hudson, Middlesex, Ocean, Somerset, and Warren.
- Buttons:** Three buttons at the bottom: "Save and Continue" (circled in red), "Save and Exit", and "Cancel and Exit".

Callout lines from the text on the left point to the "Test Center Location Preference" section, the "ADA Assistance" checkbox, the "Work Location Preferences" section, and the "Save and Continue" button.

Please provide all educational information requested. List all colleges, universities and/or graduate schools that you have attended.

Example 1: This section asks you to indicate the highest level of education obtained. If you click Less than High School or High School Diploma or GED, click Continue to advance to the Training Screen. If you click any other choice, you will be required to provide additional information as noted in Example 2.

Example 1:

This screenshot shows a web application interface with a navigation bar at the top containing tabs for Contact Information, EEO, Preferences, Education (selected), Training, Internship, License, Experience, and Payment. Below the navigation bar, there is a header section with the following information: Closing Date: 12/31/2012, Symbol: S9955P, Title: DATA PROCESSING PROGRAMMER 2, and Applicant ID: XXX-XX-1234. The main content area is titled '\*Education (Indicate the highest level Diploma or Degree you have earned):' and contains six radio button options: Less than High School, High School Diploma or GED, Some College but no Degree, Associates Degree, Bachelor's degree, and Master's Degree. A Doctorate option is also present but not visible in the screenshot. At the bottom of the form are two buttons: Continue and Cancel and Exit.

Example 2:

This screenshot shows a web application interface for entering education details. The top section is titled '\*Education (Indicate the highest level Diploma or Degree you have earned):' and contains six radio button options: Less than High School, High School Diploma or GED, Some College but no Degree (which is selected), Associates Degree, Bachelor's degree, and Master's Degree. Below this is a section titled 'Education: List any colleges, universities and graduate schools you have attended. Foreign degrees/transcripts must be evaluated by a recognized evaluation service.' This section contains several fields: '\*Name of College:' and '\*Location of College:' (text input fields), '\*Major Course of Study:(max 50 characters)' (text input field), '\*Dates Attended:' (From: MM/YYYY To: MM/YYYY), '\*Did you graduate?' (Yes/No radio buttons), '\*Type of Degree Earned:' (text input field), 'Date of Graduation:' (MM/YYYY), and '\*Number of Credits Earned:' (text input field). At the bottom right, there are two buttons: Save Education and Cancel. A red arrow points to the Save Education button, and a red text warning below it reads: 'Click the Save Education button before proceeding or your information will be lost.' At the very bottom of the form are two buttons: Continue and Cancel and Exit.

Please be sure to click “Save Education” to advance to the Education Summary Grid.

After saving your education information, you will see the following grid which allows you to:

- Add more **Education**
- Edit your **Education**

STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION

Online Application System

Contact OAS Support

User Account Application Pay Confirm

**Application for Open Competitive Examination**

Contact Information EEO Preferences **Education** Training Internship License Experience Payment

Closing Date: 06/14/2012 Symbol: M0427P Title: ADMINISTRATIVE CLERK Applicant ID: XXX-XX-1234

Add More Education...

Update	Name of College	Location of College	Dates Attended From	Dates Attended To	Type of Degree Earned	Major Course of Study	Date of Graduation	Number of Credits Earned	Delete
	The College of NJ	Anytown, NJ	09/2001	06/2005	BA	Business Administration	06/2005	130	

Continue Cancel and Exit

- Delete the **Education** information you entered.

Once you have provided all information, click **“Continue”** to advance to the Training Screen.

Provide any business, vocational, technical and/or military schools that you have attended.

STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION

Online Application System

Contact OAS Support

User Account **Application** Pay Confirm

### Application for Open Competitive Examination

Contact Information | EEO | Preferences | Education | **Training** | Internship | License | Experience | Payment

Closing Date: **06/14/2012**      Symbol: **M0427P**      Title: **ADMINISTRATIVE CLERK**      Applicant ID: **XXX-XX-1234**

**OTHER SCHOOLS OR TRAINING COURSES:** Include business, vocational, technical, and military schools you have attended that are related to the title for which you are applying. If you are currently attending this training, enter the **current month and year** in the Dates Attended To section.

Name of School/Training Facility:       Location of School/Training Facility:

Subjects/Courses:       Dates Attended: From:  (MM/YYYY) To:  (MM/YYYY)

Days Per Week:       Did you complete the program?  Yes  No

**Click the Save Training button before proceeding or your information will be lost.**

Please be sure to click **“Save Training”** to advance to the Training Summary Grid.

If you do not have anything to enter on this screen, click **“Continue”** to advance to the Internship Screen.

After saving your training information, you will see the following grid which allows you to:

- Add more **Training**

- Edit your **Training**

The screenshot shows the 'Training' tab selected in the 'Application for Open Competitive Examination' section. The page header includes the State of New Jersey Civil Service Commission logo and the 'Online Application System' title. Below the header, there are navigation links for 'User Account', 'Application', 'Pay', and 'Confirm'. The 'Training' tab is highlighted in red. The main content area displays application details: Closing Date: 06/14/2012, Symbol: M0427P, Title: ADMINISTRATIVE CLERK, and Applicant ID: XXX-XX-1234. Below this, there is a button labeled 'Add More Training...' circled in red. A table lists the training information with columns: Update, Name of School, Location of School, Subjects/Courses, Dates Attended From, Dates Attended To, Hours Attended Per Week, Did you complete the program? Yes/No, and Delete. The table contains one row for 'Training Academy' in 'Anytown, NJ' for 'Business' subjects, attended from '04/2012' to '06/2012' for '20' hours per week, with a 'Yes' response to the completion question. The 'Update' and 'Delete' buttons for this row are circled in red. At the bottom, there are 'Continue' and 'Cancel and Exit' buttons, with 'Continue' circled in red.

Update	Name of School	Location of School	Subjects/Courses	Dates Attended From	Dates Attended To	Hours Attended Per Week	Did you complete the program? Yes/No	Delete
<input type="checkbox"/>	Training Academy	Anytown, NJ	Business	04/2012	06/2012	20	Yes	<input type="checkbox"/>

- Delete the **Training** information you entered.

Once you have provided all information, click **“Continue”** to advance to the Internship Screen.

Provide any information regarding internships you have completed.

STATE OF NEW JERSEY  
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Online Application System

Contact OAS Support

User Account Application Pay Confirm

**Application for Open Competitive Examination**

Contact Information EEO Preferences Education Training **Internship** License Experience Payment

Closing Date: 06/14/2012 Symbol: M0427P Title: ADMINISTRATIVE CLERK Applicant ID: XXX-XX-1234

**INTERNSHIPS:** List any internships you have completed that are related to the position for which you are applying. If you are currently completing this internship, enter the **current month and year** in the Date To section.

Type of Internship: Helper Location of Internship: Anytown, USA

Dates of Internship: From: 12/2011 (MM/YYYY) To: 06/2012 (MM/YYYY) Number of Hours Per Week: 5

Was it part of a college curriculum?  
 Yes  No

Supervisor Name: John Doe Supervisor's Phone Number: (609)555-1212

Save Internship Cancel

**Click the Save Internship button before proceeding or your information will be lost.**

Continue Cancel and Exit

Please be sure to click "Save Internship" to advance to the Internship Summary Grid.

If you do not have anything to enter on this screen, click "Continue" to advance to the License Screen.

After saving your internship information, you will see the following grid which allows you to:

- Add more **Internship**

- Edit your **Internship**

STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION

Online Application System

Contact OAS Support

User Account Application Pay Confirm

### Application for Open Competitive Examination

Contact Information EEO Preferences Education Training **Internship** License Experience Payment

Closing Date: 06/14/2012 Symbol: M0427P Title: ADMINISTRATIVE CLERK Applicant ID: XXX-XX-1234

**Add More Internship...**

Update	Type of Internship	Location of Internship	Was it part of a college curriculum? Yes/ No	Dates of Internship From	Dates of Internship To	Number of Hours Per Week	Supervisor Name	Supervisor Phone Number	Delete
	Helper	Anytown, USA	Yes	12/2011	06/2012	5	John Doe	6095551212	

**Continue** Cancel and Exit

- Delete the **Internship** information you entered.

Once you have provided all information, click **“Continue”** to advance to the License Screen.

Provide any information regarding licenses, certification or registrations that you possess.

Please be sure to click "Save License" to advance to the License Summary Grid.

If you do not have anything to enter on this screen, click "Continue" to advance to the Experience Screen.

After saving your license information, you will see the following grid which allows you to:

- Add more Licenses

- Edit your Licenses

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**Application for Open Competitive Examination**

Contact Information EEO Preferences Education Training Internship **License** Experience Payment

Closing Date: 12/31/2012 Symbol: S9955P Title: DATA PROCESSING PROGRAMMER 2 Applicant ID: XXX-XX-1234

Add More Licenses...

Update	Type of License, Certification, or Registration	State of License, Certification, or Registration	Original Issue Date	Expiration Date of Current License, Certification, or Registration	License, Certification, or Registration Number	Delete
	Taxpayers	NJ	05/14/2011	06/14/2012	NJ3388858	

Continue Cancel and Exit

- Delete License information you entered

Once you have provided all information, click **“Continue”** to advance to the Experience Screen.

Provide **all** employment information (not just your current employment information). If you have multiple experiences, make sure that you provide each one separately.

If you do not supervise, enter 0 in these fields.

You can copy and paste into this text box, but keep in mind that only 2,000 characters will be saved.

Please be sure to click **“Save Experience”** to advance to the Experience Summary Grid.

If you do not have anything to enter on this screen, click **“Continue”** to advance to the Payment Screen.

After saving your experience information, you will see the following grid which allows you to:

- Add more **Experience**
- Edit your **Experience**

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User Account Application Pay Confirm

**Application for Open Competitive Examination**

Contact Information EEO Preferences Education Training Internship License **Experience** Payment

Closing Date: 06/14/2012 Symbol: M0427P Title: ADMINISTRATIVE CLERK Applicant ID: XXX-XX-1234

Add More Work Experience...

Update	Name of Employer	Address of Employer	Title of Position	Dates Employed From	Dates Employed To	Number of Hours Worked Per Week	Supervisor Name	Supervisor Phone Number	Delete
	ABCD Software	Anytown, US	Business Manager	06/2005	06/2012		John Doe	6095551212	

Continue Cancel and Exit

- Delete the **Experience** information you entered.

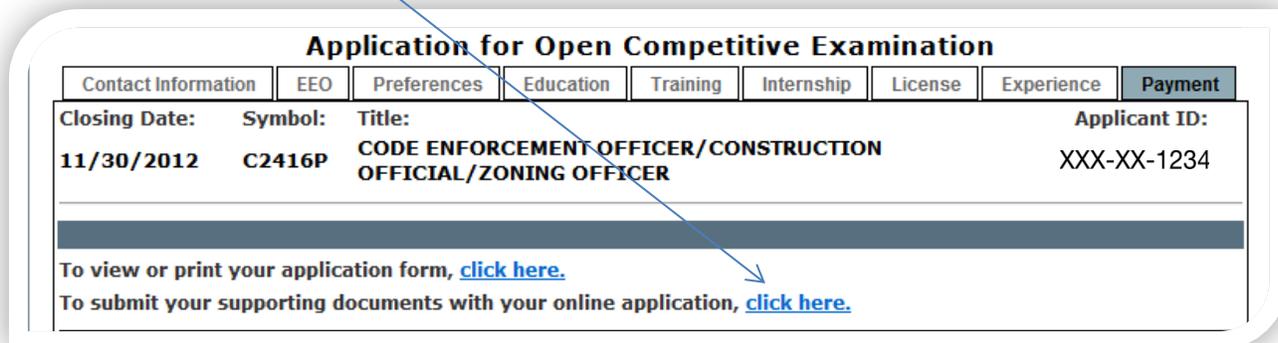
Once you have provided all information, click **“Continue”** to advance to the Payment Screen.

**Tip**

If your session “times-out” you will need to return to the job announcement that you are applying for, and click on the “click here to apply” link (see page 4). That will lead you back to your online application.

# Submitting Supporting Documentation

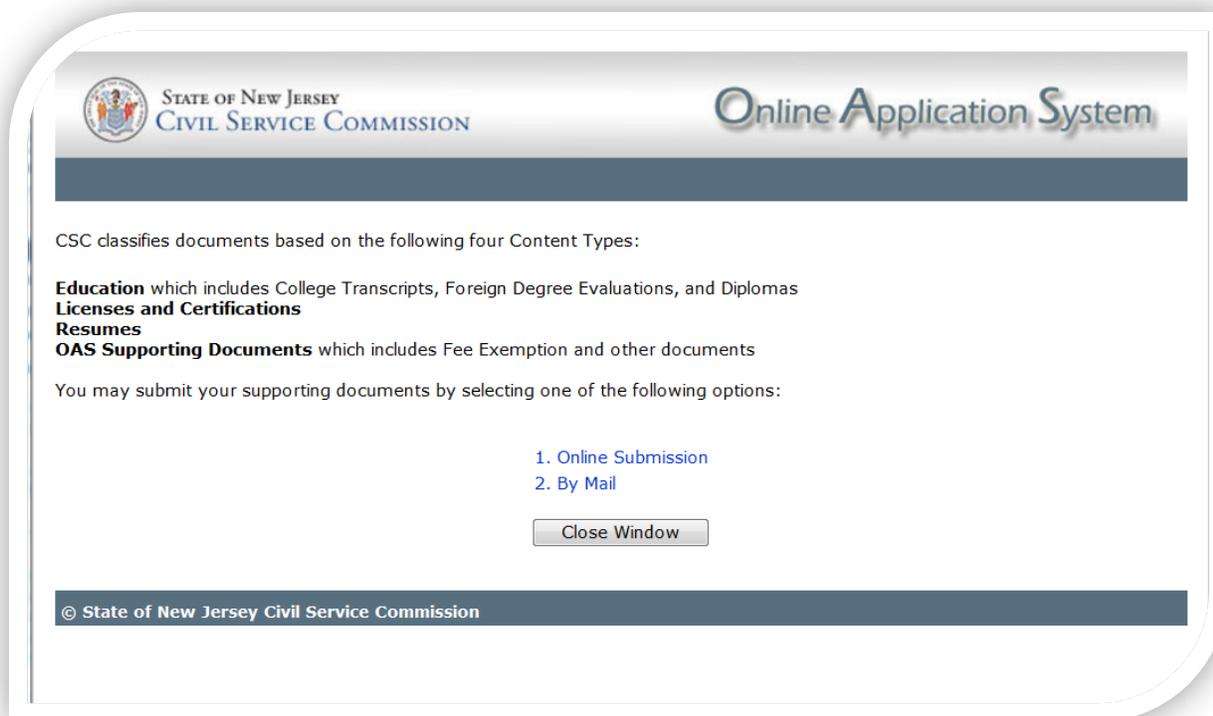
For some announcements, you will have an opportunity to submit supporting documentation during the application process by clicking on this link:



**Application for Open Competitive Examination**

Contact Information	EEO	Preferences	Education	Training	Internship	License	Experience	Payment
<b>Closing Date:</b> 11/30/2012	<b>Symbol:</b> C2416P	<b>Title:</b> CODE ENFORCEMENT OFFICER/CONSTRUCTION OFFICIAL/ZONING OFFICER					<b>Applicant ID:</b> XXX-XX-1234	
<b>To view or print your application form, <a href="#">click here.</a></b>								
<b>To submit your supporting documents with your online application, <a href="#">click here.</a></b>								

You will be able to classify your documents and determine the method of submission from this screen.



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Online Application System

CSC classifies documents based on the following four Content Types:

- Education** which includes College Transcripts, Foreign Degree Evaluations, and Diplomas
- Licenses and Certifications**
- Resumes**
- OAS Supporting Documents** which includes Fee Exemption and other documents

You may submit your supporting documents by selecting one of the following options:

1. Online Submission
2. By Mail

Close Window

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**There are 2 options for submitting supporting documentation:** Online and Mail.

## Uploading Supporting Documentation Online

Once you upload a document, the Document Summary Grid will appear. As you upload additional documents, they will appear on the grid. You will be able to print a copy of the grid for your records. You cannot delete documents once they are uploaded.

Once you upload a document, it will become part of your record. If you submit future applications, you will not have to upload the same document again.



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Online Application System

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### Upload Supporting Documents

CSC classifies documents based on the following four Content Types:

- Education** which includes College Transcripts, Foreign Degree Evaluations, and Diplomas
- Licenses and Certifications**
- Resumes**
- OAS Supporting Documents** which includes Fee Exemption and other documents

Before uploading documents, ensure that you have saved the documents as either .doc, .docx, .pdf, or .tif. ONLY these file types are acceptable. Next, select the Content Type of your document. Find the file by clicking on the browse button. The name of the file will then appear. If this is the correct document, click the upload button. If you have additional documents to submit, repeat this process until you are finished. It is not necessary to upload the same document multiple times. Once you have uploaded all your documents, click "Back" to return to the application.

The maximum file size is 4MB.

Content Type:

Attach File:

You have uploaded the following documents:

Applicant Name	Content Type	Document Type	File Name	Document Date
Candidate Sample	Resumes		2007 resume.doc	10/24/2012 1:44:13 PM

To print this record of your uploaded documents, click [here](#).

Once you have completed the upload process, click [Back](#) to return to the application.

## Mail Submissions

- Select the appropriate Content Type and Document Type and click print.

The screenshot shows the 'Cover Page for Mail Submissions' form in the Online Application System. At the top, there is a header with the State of New Jersey Civil Service Commission logo and the text 'Online Application System'. Below the header is a 'Back' button. The main content area is titled 'Cover Page for Mail Submissions' and 'New Jersey Civil Service Commission Online Application System'. It includes a 'Print cover page' button and two dropdown menus: '\* Content Type:' set to 'Education' and '\* Document Type:' set to 'College Transcript'. Below these are instructions: 'You need to print a cover page for each Content Type.' and 'CSC classifies documents based on the following four Content Types: Education which includes College Transcripts, Foreign Degree Evaluations, and Diplomas Licenses and Certifications Resumes OAS Supporting Documents which includes Fee Exemption and other documents'. At the bottom are 'Print' and 'Close Window' buttons, and a footer with '© State of New Jersey Civil Service Commission'.

- This cover page must be printed and mailed with each document.
- Each content and document type is assigned a unique bar code which, when scanned by the Civil Service Commission, connects your documents to your application. This is the reason you need to print a separate cover page for each.

The screenshot shows the 'Cover Page for Mail Submissions' form with a barcode and application details. At the top, there is a header with the State of New Jersey Civil Service Commission logo and the text 'Online Application System'. Below the header is a 'Back' button. A large barcode is displayed in the center, with the alphanumeric string 'F9211516-C67C-44C9-99EE-C7395D313769' below it. The main content area is titled 'Cover Page for Mail Submissions' and 'New Jersey Civil Service Commission Online Application System'. It includes the following details: 'Profile ID: 7716', 'Application ID: XXX-XX-1234', 'Name: Candidate, Sample', 'Symbol: M9963P', 'Title: Senior Account Clerk', and 'Content/Document Type: Licenses and Certifications'. Below this is an 'Instructions -' section with two paragraphs: 'Please use this cover page for submitting your documents. Please do not use the same cover page for any other Content or Document Types.' and 'Please place this cover page on the top of your documents. If you are submitting multiple documents, you only need one cover page.' At the bottom is a section titled 'The Online Application System mailing address is:' with the address: 'NJ CSC, OAS Documents, PO Box 321, Trenton, NJ 08625'.

# View or Print Your Application

This is your opportunity to review the information you have provided to determine if you need to make any changes/updates/additions. If you do, click on the tab for that area. If you do not, and want to print a copy for your records, click on the print button.

Application for Open Competitive Examination								
Contact Information	EEO	Preferences	Education	Training	Internship	License	Experience	Payment
Closing Date: 12/31/2012	Symbol: S9955P	Title: DATA PROCESSING PROGRAMMER 2				Applicant ID: XXX-XX-1234		
To view or print your application form, <a href="#">click here.</a>								

Before you proceed to the payment process and submit your application, did you carefully review:

- the residency requirement of the announcement to make sure you meet this requirement as of the closing date?
- the announcement to make sure you meet all requirements (education, experience, license/certification, etc.) as of the closing date?
- each section of your application to make sure all of your information is complete and accurate?
- the announcement to see if additional documentation is needed?

Please note that 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.



If you do not have access to a printer, you can copy and paste your application into a word document and then save it for your records.

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Prior to proceeding to the payment section, please read the following. After reading, if you click “Yes” you will be able to make a payment and submit your application. If you click “No”, you will be returned to the main menu and your application will not be processed further.

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

**Warning: The New Jersey Civil Service Commission (NJCS) 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 NJCS by the announcement closing date.**

# Processing Fee

You can select one of the following payment methods. Please read the information provided below.

## Payment Method

You are almost finished! Please enter your payment information.

[Learn more about payment options.](#)

### Application Summary

Title Name:	DATA PROCESSING PROGRAMMER 2
Symbol:	S9955P
Closing Date:	12/31/2012
Department:	SOUTH WOODS STATE PRISON
<b>Application Fee:</b>	<b>\$25</b>

### Please Select Payment Type

Credit Card     ECheck     Pay by Mail     Fee Exemption

For open competitive announcements only, you may qualify for a fee exemption.



STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION

Online Application System

## Accepted Payment Method

- **VISA, MASTERCARD, DISCOVER**
- **E-CHECK:** An eCheck is a payment that is made directly from your bank account. Just like a regular check, it usually takes between 3 and 5 business days for an eCheck to clear and the money to appear in the recipient's (NJCSC) account. Once you've linked the payment to your bank, the payment is secure. The NJCSC gets paid but will not see your bank account details or what bank is used.
- **PERSONAL CHECK or MONEY ORDER:** Send a check or money order payable to NJCSC in the amount designated on the announcement. Once you complete and submit your application you will receive a confirmation e-mail. Please print that page and submit it with your payment postmarked within five days of submission of your application. Do not send cash. Any check returned for insufficient funds will result in disqualification from the selection process.
- **FEE EXEMPTION:** If you are currently receiving General Assistance, T.A.N.F., or S.S.I., you are exempt from paying the application processing fee. Please provide proof of the type of assistance you are receiving. Once you complete and submit it with your application you will receive a confirmation e-mail. Please print that page and submit the required proof postmarked within five days of submission of your application.
  - If you are currently receiving General Assistance (welfare), you must submit a **copy** of your benefits ID card or letter from the local welfare director.
  - If you are currently receiving Temporary Assistance for Needy Families (T.A.N.F. previously AFDC), you must submit a **copy** of your ID card which **shows your case number**.
  - If you are currently receiving Supplemental Security Income (SSI), you must submit a **copy** of your latest annual award letter or Medicaid card.

Close Window

Once you successfully submit your application and complete the payment process, you will receive a confirmation page which you should print for your records. This confirmation page will also be sent to the email address you provided in your User Account.

## Confirmation

This confirmation page has also been sent to your e-mail address, [youremail@anycarrier.com](mailto:youremail@anycarrier.com)

[\[ Print Confirmation \]](#)   [\[ Print Application Form \]](#)   [\[ Logout \]](#)

### Application Summary

Applicant Name:	Sample Candidate
Confirmation Number:	M9963P1024Z0011234
Title Name:	SENIOR ACCOUNT CLERK
Symbol:	M9963P
Closing Date:	12/31/2012
Jurisdiction:	WANAQUE
Date & Time Submitted:	10/24/2012 2:10 PM
Document/Fee Due Date:	10/29/2012
<b>Application Fee:</b>	<b>\$25</b>

# This Section is for Current Government Employees with Permanent Status

To be eligible for an announcement, you must meet all requirements listed on the announcement. Promotional job announcements are usually issued on the first of the month. To search for promotional job announcements within your agency, click on your agency.



## Promotional Job Announcements

| [CLOSE WINDOW](#) | [NJSC HOME](#) |

**NOTE:** To be considered eligible for a promotional announcement, you must BE A CURRENT GOVERNMENT EMPLOYEE AND HAVE PERMANENT STATUS within State, County or Municipal government for which you apply, and meet all other requirements listed on the announcement to take the examination. If you file an application and are not permanently employed by the state department, county or municipal government for which you apply, and assigned to the specific unit scope (State government) or department (County and Municipal government), you will be found ineligible and your application fee **will not** be refunded.

### **Promotional Announcements for the State of New Jersey by Department:**

Please choose your department:

ADMINISTRATIVE LAW	ENVIRONMENTAL PROTECTION	PALISADES INTERSTATE PARK
AGRICULTURE	HEALTH AND SENIOR SERVICES	PUBLIC ADVOCATE
BANKING & INSURANCE	HUMAN SERVICES	PUBLIC BROADCASTING
CASINO CONTROL COMMISSION	JUDICIARY	PUBLIC DEFENDER
CHILDREN AND FAMILIES	LABOR & WORKFORCE DEVELOPMENT	PUBLIC UTILITIES
CIVIL SERVICE COMMISSION	LAW & PUBLIC SAFETY	STATE
COMMERCE / ECONOMIC DEVELOPMENT	MILITARY & VETERANS AFFAIRS	STATE COLLEGES & UNIVERSITIES
COMMUNITY AFFAIRS	MOTOR VEHICLE COMMISSION	STATE PAROLE BOARD
CORRECTIONS	OFFICE OF HOMELAND SECURITY	TRANSPORTATION
EDUCATION	OFFICE OF INFORMATION TECHNOLOGY	TREASURY

### **Promotional Announcements for New Jersey Counties:**

Please choose your county:

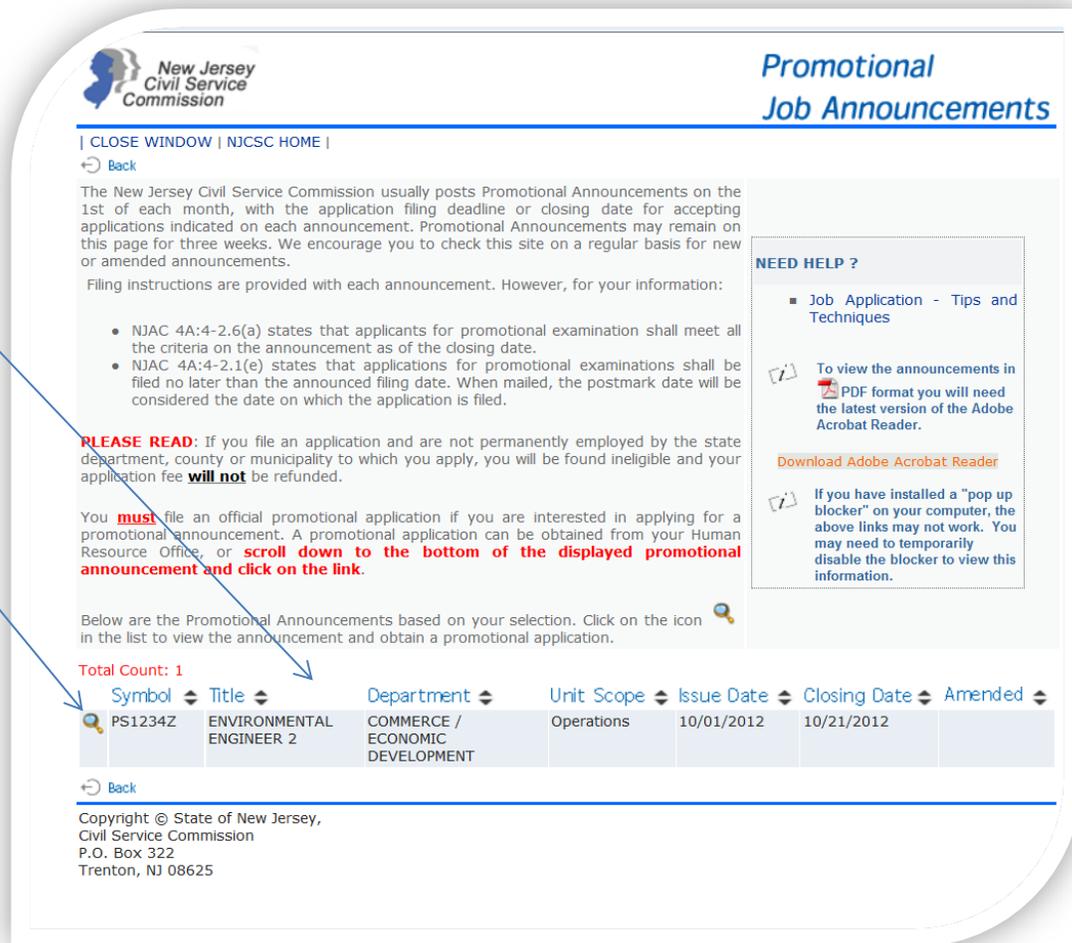
ATLANTIC COUNTY	GLOUCESTER COUNTY	OCEAN COUNTY
BERGEN COUNTY	HUDSON COUNTY	PASSAIC COUNTY
BURLINGTON COUNTY	HUNTERDON COUNTY	SALEM COUNTY
CAMDEN COUNTY	MERCER COUNTY	SOMERSET COUNTY
CAPE MAY COUNTY	MIDDLESEX COUNTY	SUSSEX COUNTY
CUMBERLAND COUNTY	MONMOUTH COUNTY	UNION COUNTY
ESSEX COUNTY	MORRIS COUNTY	WARREN COUNTY

### **Promotional Announcements for New Jersey Municipalities:**

Please select your municipality from the list below **OR** Enter your municipality name:

- Please double check that you are employed in the Department and Unit Scope before proceeding.

- Please click the  to obtain the entire announcement which lists all requirements.



**New Jersey Civil Service Commission**

## Promotional Job Announcements

| CLOSE WINDOW | NJCSC HOME |

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The New Jersey Civil Service Commission usually posts Promotional Announcements on the 1st of each month, with the application filing deadline or closing date for accepting applications indicated on each announcement. Promotional Announcements may remain on this page for three weeks. We encourage you to check this site on a regular basis for new or amended announcements.

Filing instructions are provided with each announcement. However, for your information:

- NJAC 4A:4-2.6(a) states that applicants for promotional examination shall meet all the criteria on the announcement as of the closing date.
- NJAC 4A:4-2.1(e) states that applications for promotional examinations shall be filed no later than the announced filing date. When mailed, the postmark date will be considered the date on which the application is filed.

**PLEASE READ:** If you file an application and are not permanently employed by the state department, county or municipality to which you apply, you will be found ineligible and your application fee **will not** be refunded.

You **must** file an official promotional application if you are interested in applying for a promotional announcement. A promotional application can be obtained from your Human Resource Office, or **scroll down to the bottom of the displayed promotional announcement and click on the link.**

Below are the Promotional Announcements based on your selection. Click on the icon  in the list to view the announcement and obtain a promotional application.

Total Count: 1

Symbol	Title	Department	Unit Scope	Issue Date	Closing Date	Amended
	PS1234Z ENVIRONMENTAL ENGINEER 2	COMMERCE / ECONOMIC DEVELOPMENT	Operations	10/01/2012	10/21/2012	

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Civil Service Commission  
P.O. Box 322  
Trenton, NJ 08625

If you have any questions regarding your eligibility, please contact your Human Resource office.



You must work for

Department: CIVIL SERVICE COMMISSION

Unit: Z500 OPERATIONS

to meet the first eligibility requirement of this announcement.

If you do not meet this requirement and choose to file an application, you will be found ineligible and your application fee will not be refunded.

If you have any questions please contact your Human Resource Office.



Back



Continue



Tip

If you file an application and are not permanently employed by the state, department, county or municipality to which you apply, you will be found ineligible and your application fee **will not** be refunded.

If you are interested in, and satisfy the requirements listed on the announcement, click this link to begin the application process.

[Click here to file Online](#)  Print

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE  
**PROMOTIONAL ANNOUNCEMENT**



**\$25.00 PROCESSING FEE REQUIRED**  
Make Check/Money Order Payable to NJCSC

SYMBOL: <b>PS1234Z</b>	WEIGHT CODE: *
TITLE: <b>ENVIRONMENTAL ENGINEER 2</b>	SALARY: <b>\$54,889.00 - \$77,864.00</b>
ISSUE DATE: <b>October 01, 2012</b>	CLOSING DATE: <b>October 21, 2012</b>
TITLE CODE: <b>16313/SFXR2</b>	CLASS CODE: <b>22</b>
DEPARTMENT: <b>CEA/COMMERCE / ECONOMIC DEVELOPMENT</b>	
UNIT SCOPE: <b>Z500 Operations</b>	

APPLICATIONS MAY BE OBTAINED FROM AND MUST BE RETURNED TO:	<b>ONLY ON LINE APPLICATIONS WILL BE ACCEPTED FOR THIS ANNOUNCEMENT</b>
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**Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):**

**Environmental Engineer 1**

**SAVE ON POSTAGE! GO PAPERLESS! RECEIVE IMMEDIATE CONFIRMATION THAT YOUR APPLICATION HAS BEEN RECEIVED!** You can now file an application for this examination on-line. Visit the Civil Service Commission website at <http://info.csc.state.nj.us/epoa>. Select the promotional announcement and click on the link, "Click Here to file On-Line" at the top of the announcement. **You can now complete and submit your application and payment on-line to the Civil Service Commission and you will receive an immediate receipt confirmation!**

NOTE: Please go back to **Page 5** in this guide for information on **creating a User Account** and completing an Online Application.

An abbreviated application is used for all uniform Public Safety (Police, Fire, Sheriff and Correction) promotional announcements. Specific information regarding education, experience, licenses/certifications, training or internships is not collected.