New Jersey Civil Service Commission
Announcement and Online Application System
User Guide
Before you Begin:

Application Reminders

- 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

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 www.state.nj.us/csc.
  - Completed forms should be mailed to the Department of Military and Veteran’s Affairs (DMAVA).
- For more information, visit their website at www.state.nj.us/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 [www.state.nj.us/csc/](http://www.state.nj.us/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.
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**.
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.

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 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.

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.

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.

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

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.

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

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.

Please go to page “i” to read important information regarding Veterans Preference.
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.

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

Tip
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.
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:

Example 2:

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**
- 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.

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**
- **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.

<table>
<thead>
<tr>
<th>Internship</th>
<th>Helper</th>
<th>Location of Internship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Internship:</td>
<td>Helper</td>
<td>Location of Internship:</td>
</tr>
<tr>
<td>Dates of Internship:</td>
<td>From: 12/2011 (MM/YY)</td>
<td>To: 06/2012 (MM/YY)</td>
</tr>
<tr>
<td>Number of Hours Per Week:</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

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
- 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**
- **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
- 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:

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

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.

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.

- 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.
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.

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.

Tip

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.
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 (NJCSC) 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 NJCSC by the announcement closing date.

Yes  No
Processing Fee

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

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

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 (NJSCC) account. Once you’ve linked the payment to your bank, the payment is secure. The NJSCC 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 NJSCC 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.
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

**Application Summary**

- **Applicant Name:** Sample Candidate
- **Confirmation Number:** M9963P1024Z0011234
- **Title Name:** SENIOR ACCOUNT CLERK
- **Symbol:** M9963P
- **Closing Date:** 12/31/2012
- **Jurisdiction:** WANAKE
- **Date & Time Submitted:** 10/24/2012 2:10 PM
- **Document/Fee Due Date:** 10/29/2012
- **Application Fee:** $25
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.
• 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.

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

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.

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.