



NEW JERSEY DEPARTMENT OF TRANSPORTATION  
Application for Employment Instructions

Below are instructions to fill out and submit an application for employment for the Department of Transportation.

### **Important Notes**

1. You **MUST** have a valid email address to submit the application. This supplied email address is used to send you alerts throughout the application submittal process.
2. Application submission confirmation and application status communications will be sent via email. When an email is sent to your email it **MAY** be regarded as **SPAM/JUNK**. If you do **NOT** see the emails (especially app submission success after submittal) in your **INBOX**, please check your email's **SPAM/JUNK** folder and mark email from this sender as safe.

You may also preemptively mark email address below as "Safe" through your email client before submitting application and receiving communications from NJDOT.

**EMAIL:** njdot.prod@simpligov.com

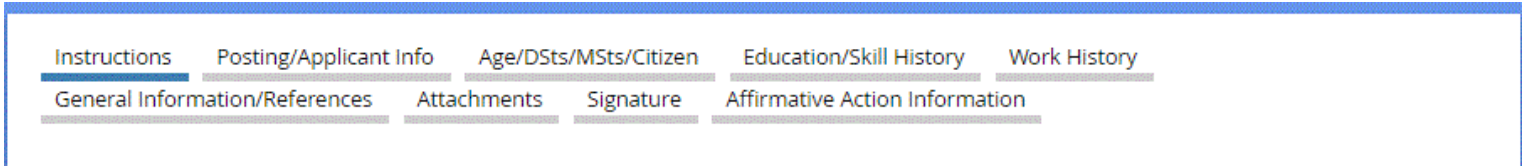
3. You can **SAVE** the application and complete it later.  
Do **NOT** confuse **SAVE** with **SUBMIT**. To Submit an application you **MUST** click the **SUBMIT** button located on the last section of this application – **Affirmative Action Information**.
4. Please have all required attachments ready to attach to the application (transcripts, certifications, etc). We prefer these attachments as PDFs.
5. After successfully submitting an application, DOT Human Resource Department will review it. If the application is accepted, you will receive an email confirmation from HR of the status of this application.
6. If you are missing information, need to change information, and/or need to attach a required document you will receive an email with instructions and a link back to the application. Please follow the instructions and resubmit the application.
7. If you have any issues please click the User Instruction link below. If you still have issues, questions, or technical issues with this application please email: DOT.NJDOTJOBS@dot.nj.gov and we will assist.

### **BASIC INSTRUCTIONS**

1. Complete the entire application. Open [Application for Employment](#) to see layout.
  - a. The application is a typical web form. See [Navigating the Application](#)
  - b. You will have to sign the application. See [Signing the Application](#)
  - c. You may **SAVE** application to complete later. See [Saving the Application](#)
  - d. Answering questions will reveal fields where more information is required.
2. Click **Submit**.
3. An application is submitted successfully when you receive a successful confirmation page and receive a successful confirmation email.

## Navigating the application

This application has sections/tabs across the top. You can navigate these sections by clicking the headings



You can also click NEXT/BACK buttons located at the bottom of each section.



To see complete application layout: Open [Application for Employment](#)

## Saving the application

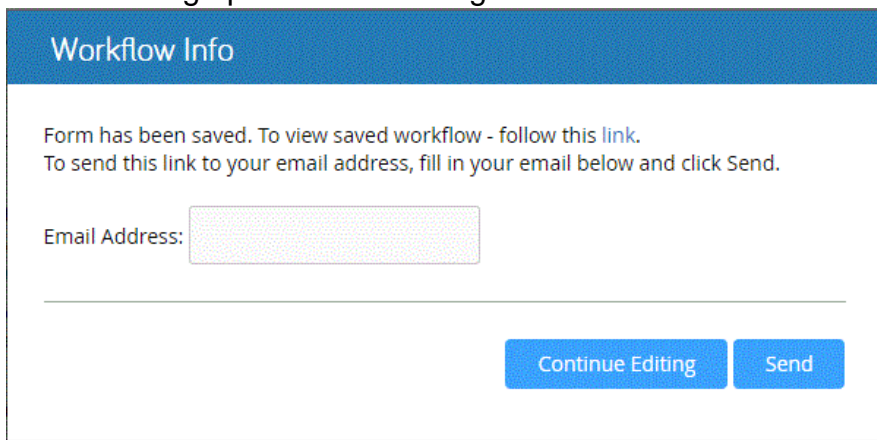
You can save the application to be filled out at a later time if you can't complete it. The SAVE button is located at the bottom of each section.

### **To Save the Application:**

1. Click the SAVE button located at the bottom of each section. (Clicking the SAVE button will SAVE the entire application and any attachments you may have attached)



2. This will bring up the SAVE dialog box.

A screenshot of a 'Workflow Info' dialog box. The title bar is blue with the text 'Workflow Info'. The main content area is white and contains the following text: 'Form has been saved. To view saved workflow - follow this link. To send this link to your email address, fill in your email below and click Send.' Below this text is a text input field labeled 'Email Address:'. At the bottom right of the dialog box are two blue buttons: 'Continue Editing' and 'Send'.

3. Provide an email address.
4. Click SEND on the dialog box.
5. This will send an email to the provided email address. The email will contain a link back to the application.

**NOTE:** The saved application will be available for a period of time. If for some reason the saved application becomes un-available, you will have to create a new application.

**NOTE:** If you decide not to save the application with dialog box please click **Continue Editing**.

## Signing the application

The recommended way to sign the application is to type in a signature.

The signature box is located on the signature tab:

The screenshot shows a web application interface with a blue border. At the top, there are several tabs: "Instructions", "Posting/Applicant Info", "Age/DSts/MSts/Citizen", "Education/Skill History", "Work History", "General Information/References", "Attachments", "Signature" (which is highlighted with a blue border), and "Affirmative Action Information". Below the tabs, the word "Signature" is displayed in a large font. Underneath, there are three paragraphs of text. The first paragraph starts with "I understand" and discusses the need for approval before accepting employment. The second paragraph starts with "I authorize" and discusses releasing information to former employers. The third paragraph starts with "I CERTIFY" and discusses the accuracy of the application information. Below the text, there is a "Signature" label and a large empty text box for the signature. To the right of the text box are buttons for "Type", "Draw", "Upload", and "Clear". Below the signature box is a "Signer's Name" label and a text box containing "01/07/2019". At the bottom right, there are three buttons: "Save", "Back", and "Next".

## To Type a Signautre

1. Type in name in the text box below Signature Box.

FirstName LastName **Type**

2. By typing in the name this will place a signature in the signature box.

[Instructions](#) [Posting/Applicant Info](#) [Age/DSts/MSts/Citizen](#) [Education/Skill History](#) [Work History](#)  
[General Information/References](#) [Attachments](#) [Signature](#) [Affirmative Action Information](#)

### Signature

I **understand** that if I plan to engage in other business or employment while working for the State in any of its Departments or Agencies, prior approval will be necessary before accepting employment since there may be restrictions in accordance with the New Jersey Conflicts of Interest Law and/or the State, Department or Agency Code of Ethics.

I **authorize** my former employers to release any information they may have concerning my employment record and I release the State of New Jersey and all previous employers listed above from all liability whatsoever that may issue from securing this information. I further authorize representatives of this agency to verify any and all information contained in this application, including education, and to review any and all criminal history, military and disciplinary records of any source.

I **CERTIFY** that the information on this application is complete and accurate, to the best of my knowledge. I understand that any misleading or incorrect information may render this application void and be just cause for immediate termination if employed.

Signature

*FirstName LastName*

FirstName LastName Type Draw Upload Clear

Date Signed

01/07/2019

Save Back Next