

## **Completing the Application for Promotional Examination**

### ***What you will need:***

- A copy of the Promotional Announcement
- A blank application
- A check or money order
- Any information that you may have to help complete your application (e.g. information on previous jobs or titles held, education records, certifications, PARs, etc.) Only attach this information **if** the promotional announcement requests it.
- Job Specifications on current and past titles held at Rowan University. These can be obtained from: [http://www.state.nj.us/csc/jobs/title\\_search.htm](http://www.state.nj.us/csc/jobs/title_search.htm)

### ***Before completing your application:***

- Read the Promotional Announcement
- Take note of the Closing Date. Applications received after the close date will automatically be rejected by the Civil Service Commission.
- Take note of the Title Scope. Do you have the correct amount of time in a competitive/non-competitive title? If you have a question about this portion, call the Human Resources office at ext. 4134.
- Do you meet the required amount of service in a title listed on the Promotional Announcement? If not, do you meet the education and experience requirements?
- Do you meet the education and experience requirements?
- Do you meet any license or permit requirements?

After reviewing the Promotional Announcement thoroughly, if you still feel you are qualified for the exam, follow the directions below.

### ***Completing the Application for Promotional Examination:***

Please take your time completing this application. Once applications are sent to the Civil Service Commission, they decide what type of examination to administer. The type of examination chosen *may* be to grade your application, so this *may* be your ONLY “test paper”. Please keep that in mind as you complete the application.

1. Print the Title of Promotion, which can be found on the Promotional Announcement under title.
2. Print your Social Security Number.
3. Print the Symbol of the Promotional Announcement. The symbol can be found above the Title in the top portion of the Promotional Announcement.
4. Print your full name, address and phone number.
5. Complete your full Background Data. This section is voluntary.
6. Check the box of the county that you would prefer to take the examination.
7. Check yes or no. If you are claiming veterans’ preference (checking yes), please submit a veteran claim form found at:  
<http://www.state.nj.us/personnel/veterans/index.htm>
8. Check this box if you will might require any auxiliary aid or reasonable accommodation at the examination.
9. Check the county(s) in which you would accept employment.
10. Complete your full Current Employment Information, including name and number of your immediate supervisor. Make sure you list your present permanent title, **not** your provisional title.
11. Note: Your Social Security Number will be kept confidential.
12. Sign and date your application.

### ***Second side of form***

Complete the Title of the Promotional Announcement, Symbol of the Promotional Announcement and your Social Security Number at the top of form.

13. Complete this section with any colleges, universities and graduate schools that you have attended. You will need the name and location of the institution, years attended, major, type of degree you earned, if you graduated. If not, when you will graduate and number of credits earned. Attach backup documentation if required by the Promotional Announcement.

14. Complete this section with any business, vocational, technical and service schools that you have attended that are related to the title of the Promotional Announcement. You will need the name and location of the institution, what subjects/courses you took, the dates you attended, hours per week that you attended and if you completed the program.
15. Complete this section with full information on any internships, licenses, certifications or registrations that are related to the title of the Promotional Announcement.
16. Employment Record:

**THIS SECTION IS VERY IMPORTANT. PLEASE TAKE YOUR TIME AND COMPLETE THIS SECTION FULLY AND ACCURATELY. ATTACH SEPARATE SHEETS IF NECESSARY.**

- Complete this section with each title that you have held at Rowan listed separately. Use only your state title (*example - Principal Clerk Typist*) **not** your local title (*example - Department Secretary*)
- List **both** the month and year that you held each title (Note: This is crucial or you could lose credit on your application for time in a title. If you need help, contact the Office of Human Resources).
- Indicate whether the position was part or full time and the average number of hours per week.
- Indicate how many people you supervised. The people that would count for this section would be anyone that you completed a PAR/PES evaluation for, **not** student workers, hourly employees, etc.
- Indicate the duties that you performed in each position that are relevant to the position that you are applying. (Hint: Use the "Examples of Work" section of the Job Specification for each title that you have held as a reference. This will help you to highlight the duties that you performed in each title.)
- Also, list in this section any previous employment, prior to Rowan that would qualify you for the Promotional Announcement.

Check yes or no at the bottom to indicate whether or not there are attachments to your application. Please indicate the Title of the Promotional Announcement, Symbol number and your Social Security Number on each page of an attachment.

Staple a \$25.00 check or money order made out to NJCSC to the front of the application.

**Special Note for Veterans:** In accordance with Public Law 2010 c.26, if you have established Veterans Preference with the Department of Military and Veterans Affairs (as defined by N.J.S.A. 11A:5-1 et seq.), or are claiming Veterans Preference and are approved as of the issue date of this eligible list, a \$15 application fee is required.

**Keep a copy of your application materials and your money order receipt or canceled check for your records. Rowan University Human Resources DOES NOT keep a copy of the application.**

Return your completed application to the Office of Human Resources by the close of business on the Closing Date indicated on the Promotional Announcement.

Applications will be processed by Human Resources and forwarded to the Civil Service Commission. You will be notified directly by the Civil Service Commission regarding examination dates and scores.

If you have any questions regarding this application, please contact the Office of Human Resources at ext. 4134.