

Summary

The Judiciary Clerical Assessment Program is designed to accelerate the open competitive appointment process by maintaining an ongoing pool of interested job applicants who have been screened and tested in advance of the need to hire. Job seekers will be able to register for jobs and take examinations at various times throughout the year. State Judiciary employers will be offered a steady supply of eligible candidates, providing a dramatic reduction in both hiring time and the need to appoint provisionally.

Use of Judiciary Clerical Assessment

The program is used **only** in open competitive situations, not for promotional announcements. When the appointing authority (State Judiciary) identifies a need to hire, it will contact its Civil Service Commission customer service representative who will determine whether the job opening falls under this program. If there is a sufficient number of eligible candidates in the clerical pool who satisfy the requirements of the vacant position, CSC will issue a certification for the position.

The Application Process

A printable application for J-CAP is available online at the CSC website www.state.nj.us/csc. Instead of sending a postcard, you will be able to register and choose your test center on the application. Once completed, the application must be returned by mail with a \$15.00 processing fee to the Civil Service Commission. For those who do not have computer access, applications are available at the CSC Information Center located at 44 S. Clinton Ave. Trenton NJ or by calling 609-292-4144.

After you have registered, you will be notified of your test date within 4-6 weeks.

To apply, you must be a resident of the United States. By applying for and taking this examination, you are being tested for possible consideration involving vacancies for any of the titles in the Judiciary Clerical Assessment Program; you are NOT being tested for one particular title. Eligible applicants will remain in the "pool" for one year. You may not take the multiple choice S-CAP test (for general State clerical positions) or the J-CAP test (for Judiciary clerical positions) more than once per year.

The Announcement & Test Process

Job seekers will be made aware of this program through newspaper ads, Internet postings, and other means. The examination will be held at regional test centers throughout the State. Job seekers will be administered a multiple-choice examination. Due to the need to preserve the security of examination materials, retests will not be administered any sooner than one year from the date of the original multiple choice test administration. Test takers that apply for both S-CAP and J-CAP (Judiciary Clerical positions) will take only one test per year.

The Eligible Pool/Duration

Eligible applicants will be placed in an applicant pool for up to one year. While in the pool, applicants remain unranked. When the Judiciary indicates the need to hire a clerical employee, CSC will create a certification of eligible candidates that may be considered for the job, based upon the job title requested and other characteristics (such as special skills, geographical preference, and residency) along with test scores. Candidates with higher test scores will be drawn from the pool before candidates with lower test scores and provided to appointing authorities by bands of scores. Any certified eligible may be appointed from a band on a certification. Veterans' preference rights will still apply in making appointments; that is, veterans certified will go to the top of the list. Eligible applicants will receive a "Notification of Certification" in the mail. Applicants who respond that they are not interested in a particular certification will not be certified again for that title, but will remain in the pool for other opportunities.

The eligible candidate pool will have no expiration date. Applicants will be continuously added to the pool when they are deemed eligible and removed if they are appointed. Eligible candidates who do not receive an appointment after remaining in the pool for one year will also be removed. After their score expiration date, applicants must take another test and establish a new score.

NJCSC J-CAP
P.O. BOX 310
Trenton, NJ 08625

ADA ASSISTANCE

▶ If you require any auxiliary aid or ADA accommodation to take a test, call (609) 292-4144.

March 2009



Judiciary Clerical ASSESSMENT PROGRAM

For all State
of NJ
Judiciary
jurisdictions
(Vicinages)

Job openings for clerical titles for all State judiciary vicinages will be filled under the Judiciary Clerical Assessment Program (J-CAP) of the New Jersey Civil Service Commission (CSC).


After taking this clerical examination, you will be considered for a period of one year for State Judiciary clerical job openings for which you meet the requirements.

These requirements may include residency, experience, special skills, job location preferences, minimum salary, and test scores.

VISIT THE CSC WEBSITE @
www.state.nj.us/csc for the

J-CAP application

Once CSC receives your application and your \$15.00 application fee, you will be scheduled for the next available test date. You will receive notification of test date, location and time by mail.

 If you wish to claim civil service veterans preference rights and you are not registered with the Department of Military and Veterans Affairs as a veteran, you must mail a copy of your DD214 discharge papers along with a completed veterans preference claim form to the Department of Military and Veterans Affairs. Claim forms are available on our website www.state.nj.us/personnel.

Remember, you are not registering for one particular title or job location; job seekers are automatically registered for a number of Judiciary clerical titles and locations simultaneously by completing one application. Applicant scores will be entered into a registration “pool.” When a vacant Judiciary clerical position becomes available, candidates are selected from the pool based on their experience, test scores, special skills, residency, minimum salary requirements, and job location preferences.

You may not take the multiple choice J-CAP test more than once per year. There will be no renewals of test scores. The S-CAP is closed at this time.

JUDICIARY CLERICAL ASSESSMENT PROGRAM Frequently Asked Questions (FAQs)

Q: How long does it take to receive a J-CAP score report?

A: Six to eight weeks from your test date.

Q: My scores are low. May I retake the test?

A: Not until your score expiration date. The J-CAP exam may only be taken once a year.

Q: Does the CSC notify you when your J-CAP scores have expired?

A: No, that date is provided on your score report.

Q: Why haven't I received any certification notices? I took the test six months ago.

A: It may be that your minimum salary requirement is higher than the salary for the vacancies for which you would have otherwise been eligible. Contact the CAP team at 609-292-6593 if you would like to lower your salary requirement for future vacancies. Or, it could be that there have been no vacancies for which you were eligible in the counties of NJ where you said you would be willing to work.

Judiciary CLERICAL TITLES IN J-CAP

JUDICIARY TITLES REQUIRING 0-1 YEAR EXPERIENCE

State Government Titles	Salary Range as of July 5, 2008 Minimum - Maximum
Judiciary Clerk 3 and Judiciary Clerk 3 (Bilingual)	\$33,621 - \$50,920
Judiciary Account Clerk 2 and Judiciary Account Clerk 2 (Bilingual)	\$33,621 - \$50,920
Judiciary Clerk 2 and Judiciary Clerk 2 (Bilingual)	\$24,971 - \$43,601
Judiciary Account Clerk 1* and Judiciary Account Clerk 1 (Bilingual)*	\$24,971 - \$43,601
Judiciary Clerk 1 and Judiciary Clerk 1 (Bilingual)	\$23,640 - \$35,617
Court Services Representative and Court Services Representative (Bilingual)	\$23,640 - \$35,617

Starting salary is \$1,000 higher than the minimum salary of the range

Title List Revised 02-28-08

New Jersey Civil Service Commission
Application for Judiciary Clerical Assessment Program(J-CAP)

DO NOT WRITE IN THIS BOX

For Employment With The State of New Jersey Judiciary

IMPORTANT: Read page 6 for instructions to complete this Application Form.

Symbol: S7000J

\$ 15.00 Application Fee Required

1. PAYMENT METHOD:

(Include name, address and symbol number on check/money order payable to NJCSC.)

If you checked "Fee Exemption" indicate your reason for exemption and include the required proof below:

Personal check

General Assistance - A copy of your benefits ID card or letter from the local welfare director.

Money order

T.A.N.F. (A.F.D.C.) - A copy of your ID card which shows your case number.

Fee Exemption

S.S.I. - A copy of your latest annual award letter or Medicaid card.

NOTE: Please PRINT NEATLY and CLEARLY in capital (uppercase) letters. Provide all information requested and insure that all information is accurate and complete.

2. LAST NAME:

Grid for last name

3. FIRST NAME:

Grid for first name

4. SOCIAL SECURITY NUMBER:

Grid for social security number

5. DAYTIME TELEPHONE NUMBER:

Grid for daytime telephone number

6. U.S. CITIZEN?

YES/NO checkboxes

7. ARE YOU CLAIMING VETERANS PREFERENCE? YES NO

8. DO YOU REQUIRE ADA ASSISTANCE? YES NO

9. MAILING ADDRESS: (STREET OR PO BOX)

Grid for mailing address

APT. NUMBER:

Grid for apartment number

CITY:

Grid for city

STATE:

Grid for state

ZIP CODE:

10. RESIDENCY CODE: (see instructions on page 6)

11. E-MAIL ADDRESS:

Grid for email address

12. TEST LOCATION PREFERENCE: Check the box indicating the county in which you would prefer to take the examination.

Check one box only. All testing is evening.

EVENING TEST LOCATION PREFERENCE:

- Atlantic Co. (6), Bergen Co. (7), Camden Co. (1), Essex Co. (3), Hudson Co. (9), Mercer Co. (2), Monmouth Co./Ocean Co. (4)

13. WORK LOCATION PREFERENCE(S): Check the box(es) for all judiciary vicinages in which you will accept employment.

- | | | | | | | |
|-------------------------------------|-------------------------------------|-------------------------------------|------------------------------------|-----------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Atlantic | <input type="checkbox"/> Camden | <input type="checkbox"/> Essex | <input type="checkbox"/> Hunterdon | <input type="checkbox"/> Monmouth | <input type="checkbox"/> Passaic | <input type="checkbox"/> Sussex |
| <input type="checkbox"/> Bergen | <input type="checkbox"/> Cape May | <input type="checkbox"/> Gloucester | <input type="checkbox"/> Mercer | <input type="checkbox"/> Morris | <input type="checkbox"/> Salem | <input type="checkbox"/> Union |
| <input type="checkbox"/> Burlington | <input type="checkbox"/> Cumberland | <input type="checkbox"/> Hudson | <input type="checkbox"/> Middlesex | <input type="checkbox"/> Ocean | <input type="checkbox"/> Somerset | <input type="checkbox"/> Warren |

Atlantic County Civil Court Building
Human Resources Division
1201 Bacharach Boulevard
Atlantic City, NJ 08401

Hudson County Administration Building
Human Resources Division
595 Newark Avenue
Jersey City, NJ 07306

Morris County Courthouse
Human Resources Division
Washington & Court Sts.
Morristown, NJ 07963-0910

Bergen County Justice Center
Human Resources Division
10 Main Street
Hackensack, NJ 07601

Hunterdon County Courthouse
Human Resources Division
65 Park Avenue
Flemington, NJ 08822

Ocean County Courthouse
Human Resources Division
120 Hooper Avenue
Toms River, NJ 08752

Burlington County Court Facility
Human Resources Division
49 Rancocas Road
Mount Holly, NJ 08060

**Mercer County
Administrative Office of the Courts**
Human Resources Division
Central Office
25 Market Street
Trenton, NJ 08625-0966

Passaic County Court House
Human Resources Division
77 Hamilton Street
Paterson, NJ 07505-2017

Camden County Hall of Justice
Human Resources Division
101 South Fifth Street
Camden, NJ 08103-4001

Mercer County Courthouse
Human Resources Division
209 South Broad Street
Trenton, NJ 08650-0068

Somerset County Courthouse
Human Resources Division
North Bridge Street
Somerville, NJ 08876-1262

Cape May County Courthouse
Human Resources Division
9 North Main Street
Cape May Court House, NJ 08210

Middlesex County Courthouse
Human Resources Division
1 JFK Square
New Brunswick, NJ 08903

Sussex County Judicial Center
Human Resources Division
43-47 High Street
Newton, NJ 07860

Cumberland County Courthouse
[Includes Gloucester & Salem Counties]
Human Resources Division
Broad & Fayette Streets
Bridgeton, NJ 08302

Monmouth County Courthouse
Human Resources Division
Monument & Court Streets
Freehold, NJ 07728-1266

Union County Courthouse
Human Resources Division
2 Broad Street
Elizabeth, NJ 07207

Essex County Courts Building
Human Resources Division
50 West Market Street
Newark, NJ 07102

Warren County Courthouse
Second & Hardwick Streets
Belvidere, NJ 07828

14. 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. Check your member group:** Black (B) Asian (A)
 White (W) American Indian
 Hispanic (H) or Alaskan Native (I)

- B. Gender:** Male (M) Female (F)

C. Education (Check the highest level completed):

- High School Diploma or GED (12) (A) Associate Degree (M) Master's Degree
 Some College (S) (B) Bachelor's Degree (D) Doctorate

D. Supplemental Education Information: Secretarial Science

Have you completed a two-year Secretarial Science program?

- Yes (1) No (2)
(see instructions on page 6)

15. Employment Record. Sections A and B **MUST** be completed even if you do not have this type of experience. A resume, letter, etc. will **not** be accepted as a substitute for the requested information below. Check the length of time you have performed the type of work stated and list the jobs where you obtained that experience. You may add extra sheets if you require more space for listing employers. **ITEMS "A AND B" MUST BE COMPLETED. YOU MUST HAVE ONE, AND ONLY ONE, BOX (I.E. LENGTH OF EXPERIENCE) CHECKED. LENGTH OF EXPERIENCE IS BASED ON FULL-TIME (35 HOURS OR MORE PER WEEK) EMPLOYMENT.**

A General Clerical Duties Experience:

Examples of General Clerical Duties include filing, processing forms, receiving mail, scheduling appointments, taking telephone messages, operating fax and copy machines. **(Check one box only.)**

- None to less than 6 months (1)
- 6 months to less than 1 year (2)
- 1 year to less than 2 years (3)
- 2 years to less than 3 years (4)
- 3 years to less than 4 years (5)
- 4 years to less than 5 years (6)
- 5 years or more (7)

Employer where I obtained General Clerical Duties Experience:

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year

Employer where I obtained General Clerical Duties Experience:

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year

Employer where I obtained General Clerical Duties Experience:

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year

B Financial Clerical Duties Experience:

(Involving money, accounts, record-keeping, payroll, taxes, etc.) **Examples** of Financial Clerical Duties include recording financial data, processing of cash items, preparation of payroll forms, processing insurance applications and changes, maintaining tax records. **(Check one box only.)**

- None to less than 6 months (1)
- 6 months to less than 1 year (2)
- 1 year to less than 2 years (3)
- 2 years to less than 3 years (4)
- 3 years to less than 4 years (5)
- 4 years to less than 5 years (6)
- 5 years or more (7)

Employer where I obtained Financial Clerical Duties Experience:

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year

Employer where I obtained Financial Clerical Duties Experience:

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year

Employer where I obtained Financial Clerical Duties Experience:

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year

The questions that follow allow your input regarding your employment needs and preferences. It is extremely important that you respond to each question and that you give each one full consideration. This information is used to help insure the best match between job applicant and employer need.

16. Are you willing to accept entry-level employment with the JUDICIARY (The COURT system of the State of New Jersey)? Note that entry level employment opportunities with the STATE JUDICIARY typically DO NOT require prior clerical experience. Salaries for typical judiciary entry-level positions (Judiciary Clerk 1), (Judiciary Clerk 2) (level 1 and 2) are shown below.

YES NO I do not wish to work for the court in an entry-level position.

18. If you are proficient in a language other than English and wish to be considered for a bilingual position involving English and another language, check the language in which you are proficient:

[Note that any claimed proficiency will be tested prior to your being hired into a permanent bilingual position] Please check only one.

Language

- French (FR) Spanish (SP)
- French Creole (FC) Vietnamese (VN)
- Korean (KO) American Sign Language (AS)
- Polish (PL) Russian (RU)
- Portuguese (PR)

17. Are you willing to accept a position that requires you to work *in a courtroom* (Judiciary Clerk 3) and function as a court clerk, performing related work including, but not limited to, preparing, calling and annotating the court calendar; swearing in jurors; administering oaths to witnesses; maintaining custody of exhibits; recording and maintaining records of court proceedings; updating case information; and discussing daily court activities (scheduling of cases, calling of calendar, etc.) with the Judge?

YES NO (A "NO" response to this question will eliminate you from consideration for Judiciary Clerk 3 vacancies even if you meet the other requirements for that job title.)

19. **Salary:** Provide us with the **minimum** starting salary that you are willing to accept. The amount you enter does NOT obligate or commit you to this salary; it only affects your possible selection into employment lists. Note that open competitive employment lists are created based on the **starting salary** of the position to be filled.

I am willing to be considered for jobs whose **starting salary** begins at: ,000 per year.

You will NOT be considered for positions that pay LESS than the amount you indicate above. You may be considered, if eligible, for positions with salaries HIGHER than the amount you indicate above.

**State of New Jersey
Judiciary Classified Support Staff Titles**

TITLE	LEVEL	SALARY RANGE Effective July 5, 2008	
		Minimum	Maximum
Court Services Representative Court Services Representative Bilingual	1	\$23,640	\$35,617
Judiciary Clerk 1 Judiciary Clerk 1 Bilingual	1	\$23,640	\$35,617
Judiciary Account Clerk 1* Judiciary Account Clerk 1 Bilingual*	2	\$24,971	\$43,601
Judiciary Clerk 2 Judiciary Clerk 2 Bilingual	2	\$24,971	\$43,601
Judiciary Clerk 3 Judiciary Clerk 3 Bilingual	3	\$33,621	\$50,920
Judiciary Account Clerk 2 Judiciary Account Clerk 2 Bilingual	3	\$33,621	\$50,920

*Starting salary is \$1,000 higher than the minimum salary of the range.

20. J - CAP: Have you also submitted an application for the State Clerical Assessment Program (S-CAP)?

Yes No

Test takers that apply for both S-CAP and J-CAP will take only one test per year.

AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS:

I authorize the New Jersey Civil Service Commission to obtain any information relating to my work activities from prior and current employers. I release any organization or individual from any form of liability that may result from compliance with this authorization.

CERTIFICATION:

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that if my application is incomplete, it may be rejected. (WARNING: The Civil Service Commission 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.)

NOTE: Your application may be released to the Appointing Authority for the purpose of verifying information with regard to your qualifications.

Signature: _____ **Date:** _____

REMEMBER TO:

PLEASE INCLUDE THE REQUIRED \$15.00 PROCESSING FEE WITH YOUR 5 - PAGE APPLICATION.

(Your name, address and symbol number must appear on your check or money order.

Do not staple or pin payments to the application. Use paper clips.)

DO NOT MAIL CASH!

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR THE JUDICIARY CLERICAL ASSESSMENT PROGRAM

(READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING YOUR APPLICATION)

1. PAYMENT METHOD:

If you are currently receiving General Assistance (welfare), Temporary Assistance for Needy Families (T.A.N.F. previously AFDC), or Supplemental Security Income (SSI), you are exempt from submitting the APPLICATION FEE. If so, check the box marked "FEE EXEMPTION," then check the box indicating the type of assistance you are receiving and enclose the required proof. ALL OTHER CANDIDATES are required to submit a \$15.00 fee for filing application forms. Check whether you are submitting a Personal check or Money order payable to NJCSC. Enclose your check or money order with your application, **do not send cash and do not staple or pin the check to the application.** *NOTE: Any check returned for insufficient funds will result in the disqualification from the selection process.*

2 & 3. LAST NAME, FIRST NAME

Use capital (uppercase) letters to print your last name, first name.

4. SOCIAL SECURITY NUMBER

Your Social Security number will be kept confidential and used as your applicant identification number to 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 this number, a unique 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 testing process.

5. DAYTIME TELEPHONE NUMBER

Enter the area code and telephone number where you can be contacted during normal working hours.

6. CITIZEN

Check the "YES" box if you are a United States citizen or the "NO" box if you are not a United States citizen.

7. CLAIMING VETERANS PREFERENCE

Check the "YES" box if you are claiming Civil Service Veterans Preference for this exam. If you have established veterans preference for exam purposes since April 1, 1980,

no further action is needed. Otherwise, complete a veterans preference claim form and include the required documents. Claim forms are available on our web site at www.state.nj.us/personnel and at our office at 44 S. Clinton Ave., Trenton, NJ. Completed forms should be mailed to the Department of Military and Veterans Affairs. For more information, you may visit their web site at www.state.nj.us/military or contact them at 1-888-865-8387. If you are NOT a veteran or are NOT claiming veterans preference, check the "NO" box. Do NOT leave this section unanswered/blank.

8. REQUIRE ADA ASSISTANCE

Check the "YES" box if you would like to be contacted regarding auxiliary aid or reasonable accommodation in taking this examination in accordance with the Americans with Disabilities Act. Otherwise, check the "NO" box. Do NOT leave this section unanswered/blank.

9. MAILING ADDRESS

Clearly print your complete mailing address in capital (uppercase) letters. **STREET:** Enter the number and street of your mailing address, leave spacing as appropriate between number and street name. If you use a Post Office Box for your mailing address, you may omit the STREET entry. **APT. or P.O. BOX:** Enter EITHER your APARTMENT NUMBER or POST OFFICE BOX NUMBER as appropriate. If you use neither, omit the APT. or P.O. BOX entry. **CITY:** Print the name of the city in your mailing address. **STATE:** Enter the two-letter abbreviation of the state in your mailing address. **ZIP CODE:** Enter your zip code in your mailing address.

10. RESIDENCY CODE

If you do NOT live in New Jersey, enter 0000. If you live in New Jersey, enter your 4-digit residency code from the list provided on the two pages that follow these instructions. First, find the county, then the specific town, borough, city, or township in which you reside. Copy the corresponding code into these boxes. **Caution:** this code must represent where you LIVE, therefore it may or may not represent your MAILING ADDRESS. **Failure to complete this code properly may cause you to be rejected from this examination. Insure that the code you choose accurately represents where you live. (see pages 7 and 8)**

DPF-47 J-CAP Judiciary instructions 03-13-09 page 6

11. E-MAIL ADDRESS

Enter your personal e-mail address, if any. Place each letter and character of your address in a box, using separate boxes for the symbols "at" (@) and for "dot" (.).

12. TEST LOCATION PREFERENCE

Check the box indicating the county in which you would prefer to be scheduled to take the examination. **Check one box only for either evening or daytime testing.**

13. WORK LOCATION PREFERENCE(S)

Check the box(es) for all judiciary vicinages in which you will accept employment. You MUST check at least one box in this section.

14. BACKGROUND DATA

A: (Optional, Voluntary) Check the group of which you are a member.

B: (Optional, Voluntary) Indicate your sex.

C. EDUCATION: Check the box that represents the highest level of education that you have **completed.**

D. SUPPLEMENTAL EDUCATION INFORMATION: SECRETARIAL SCIENCE: Check "YES" if you have completed a two year degree in SECRETARIAL SCIENCE. Proof of your degree may be required at a later date. Check "NO" if you have NOT completed such a program.

15. EMPLOYMENT RECORD

(Page 3) Follow the instructions on the application which appear at the beginning of this section. Items "A and B" MUST be completed. You must have one, and only one, length of experience checked. **CHECK YOUR LEVEL OF EXPERIENCE AND LIST THE EMPLOYERS WHERE YOU OBTAINED THE EXPERIENCE YOU CHECKED.**

16. THROUGH 17.

WILLINGNESS QUESTIONS: Answer each question by checking the "YES" or "NO" box. Each question requires you to make a decision on your employment preferences and/or needs. Each question MUST be answered.

18. BILINGUAL POSITIONS

IF YOU ARE INTERESTED IN COMPETING FOR BILINGUAL POSITIONS (JOBS), check the language IN WHICH YOU ARE PROFICIENT AND WHICH YOU ARE WILLING TO USE ON THE JOB. Note that any claimed language proficiency will be tested prior to your being hired into a permanent bilingual position.

19. SALARY

Enter the first two digits of the minimum yearly salary you are willing to accept. TYPICAL judiciary clerical starting salaries are in the range of \$21,000 to \$24,000 per year. You should, of course, enter a realistic figure based on your personal needs. At the same time, you must consider that offers of employment in positions which start at substantially higher salaries are extremely limited.

20. Answer this question.

AUTHORIZATION TO RELEASE

EMPLOYMENT RECORDS CERTIFICATION Read each statement carefully. Sign your legal signature and enter the date of your signature.

Mail Completed Applications, along with the \$15.00 application fee or proof of exemption to:

New Jersey Civil Service Commission

OC Application Processing Unit

J-CAP

P.O. Box 321

Trenton, New Jersey 08625-0321

Residency Codes

Enter the appropriate four-digit number on the application.

Municipality	Code	Municipality	Code	Municipality	Code	Municipality	Code
Atlantic County		Rivervale Twp	0253	Haddon Heights Boro	0418	Gloucester County	
Absecon City	0101	Rochelle Park Twp	0254	Hi Nella Boro	0419	Clayton Boro	0801
Atlantic City	0102	Rockleigh Boro	0255	Laurel Springs Boro	0420	Deptford Twp	0802
Brigantine City	0103	Rutherford Boro	0256	Lawnside Boro	0421	East Greenwich Twp	0803
Buena Boro	0104	Saddle Brook Twp	0257	Lindenwold Boro	0422	Elk Twp	0804
Buena Vista Twp	0105	Saddle River Boro	0258	Magnolia Boro	0423	Franklin Twp	0805
Corbin City	0106	South Hackensack Twp	0259	Merchantville Boro	0424	Glassboro Boro	0806
Egg Harbor City	0107	Teaneck Twp	0260	Mount Ephraim Boro	0425	Greenwich Twp	0807
Egg Harbor Twp	0108	Tenafly Boro	0261	Oaklyn Boro	0426	Harrison Twp	0808
Estell Manor City	0109	Teterboro Boro	0262	Pennsauken Twp	0427	Logan Twp	0809
Folsom Boro	0110	Upper Saddle River Boro	0263	Pine Hill Boro	0428	Mantua Twp	0810
Galloway Twp	0111	Waldwick Boro	0264	Pine Valley Boro	0429	Monroe Twp	0811
Hamilton Twp	0112	Wallington Boro	0265	Runnemed Boro	0430	National Park Boro	0812
Hammonton Town	0113	Washington Twp	0266	Somerdale Boro	0431	Newfield Boro	0813
Linwood City	0114	Westwood Boro	0267	Stratford Boro	0432	Paulsboro Boro	0814
Longport Boro	0115	Woodcliff Lake Boro	0268	Tavistock Boro	0433	Pitman Boro	0815
Margate City	0116	Wood-Ridge Boro	0269	Voorhees Twp	0434	South Harrison Twp	0816
Mullica Twp	0117	Wyckoff Twp	0270	Waterford Twp	0435	Swedesboro Boro	0817
Northfield City	0118	Burlington County		Winslow Twp	0436	Washington Twp	0818
Pleasantville City	0119	Bass River Twp	0301	Woodlynn Boro	0437	Wenonah Boro	0819
Port Republic City	0120	Beverly City	0302	Cape May County			
Somers Point City	0121	Bordentown City	0303	Avalon Boro	0501	West Deptford Twp	0820
Ventnor City	0122	Bordentown Twp	0304	Cape May City	0502	Westville Boro	0821
Weymouth Twp	0123	Burlington City	0305	Cape May Point Boro	0503	Woodbury City	0822
Bergen County		Burlington Twp	0306	Dennis Twp	0504	Woodbury Heights Boro	0823
Allendale Boro	0201	Chesterfield Twp	0307	Lower Twp	0505	Woolwich Twp	0824
Alpine Boro	0202	Cinnaminson Twp	0308	Middle Twp	0506	Hudson County	
Bergenfield Boro	0203	Delanco Twp	0309	North Wildwood City	0507	Bayonne City	0901
Bogota Boro	0204	Delran Twp	0310	Ocean City	0508	East Newark Boro	0902
Carlstadt Boro	0205	Eastampton Twp	0311	Sea Isle City	0509	Guttenberg Town	0903
Cliffside Park Boro	0206	Edgewater Park Twp	0312	Stone Harbor Boro	0510	Harrison Town	0904
Closter Boro	0207	Evesham Twp	0313	Upper Twp	0511	Hoboken City	0905
Cresskill Boro	0208	Fieldsboro Boro	0314	West Cape May Boro	0512	Jersey City	0906
Demarest Boro	0209	Florence Twp	0315	West Wildwood Boro	0513	Kearny Town	0907
Dumont Boro	0210	Hainesport Twp	0316	Wildwood City	0514	North Bergen Twp	0908
East Rutherford Boro	0212	Lumberton Twp	0317	Wildwood Crest Boro	0515	Secaucus Town	0909
Edgewater Boro	0213	Mansfield Twp	0318	Woodbine Boro	0516	Union City	0910
Elmwood Park Boro	0211	Maple Shade Twp	0319	Cumberland County			
Emerson Boro	0214	Medford Twp	0320	Bridgeton City	0601	West New York Town	0912
Englewood City	0215	Medford Lakes Boro	0321	Commercial Twp	0602	Hunterdon County	
Englewood Cliffs Boro	0216	Moorestown Twp	0322	Deerfield Twp	0603	Alexandria Twp	1001
Fair Lawn Boro	0217	Mount Holly Twp	0323	Downe Twp	0604	Bethlehem Twp	1002
Fairview Boro	0218	Mount Laurel Twp	0324	Fairfield Twp	0605	Bloomsbury Boro	1003
Fort Lee Boro	0219	New Hanover Twp	0325	Greenwich Twp	0606	Califon Boro	1004
Franklin Lakes Boro	0220	North Hanover Twp	0326	Hopewell Twp	0607	Clinton Town	1005
Garfield City	0221	Palmyra Boro	0327	Lawrence Twp	0608	Clinton Twp	1006
Glen Rock Boro	0222	Pemberton Boro	0328	Maurice River Twp	0609	Delaware Twp	1007
Hackensack City	0223	Pemberton Twp	0329	Millville City	0610	East Amwell Twp	1008
Harrington Park Boro	0224	Riverside Twp	0330	Shiloh Boro	0611	Flemington Boro	1009
Hasbrouck Heights Boro	0225	Riverton Boro	0331	Stow Creek Twp	0612	Franklin Twp	1010
Haworth Boro	0226	Shamong Twp	0332	Upper Deerfield Twp	0613	Frenchtown Boro	1011
Hillsdale Boro	0227	Southampton Twp	0333	Vineland City	0614	Glen Gardner Boro	1012
Hohokus Boro	0228	Springfield Twp	0334	Essex County			
Leonia Boro	0229	Tabernacle Twp	0335	Belleville Twp	0701	Hampton Boro	1013
Little Ferry Boro	0230	Washington Twp	0336	Bloomfield Twp	0702	High Bridge Boro	1014
Lodi Boro	0231	Westampton Twp	0337	Caldwell Boro	0703	Holland Twp	1015
Lyndhurst Twp	0232	Willingboro Twp	0338	Cedar Grove Twp	0704	Kingwood Twp	1016
Mahwah Twp	0233	Woodland Twp	0339	East Orange City	0705	Lambertville City	1017
Maywood Boro	0234	Wrightstown Boro	0340	Essex Fells Boro	0706	Lebanon Boro	1018
Midland Park Boro	0235	Camden County		Fairfield Twp	0707	Lebanon Twp	1019
Montvale Boro	0236	Audubon Boro	0401	Glen Ridge Boro	0708	Milford Boro	1020
Moonachie Boro	0237	Audubon Park Boro	0402	Irvington Twp	0709	Raritan Twp	1021
New Milford Boro	0238	Barrington Boro	0403	Livingston Twp	0710	Readington Twp	1022
North Arlington Boro	0239	Bellmawr Boro	0404	Maplewood Twp	0711	Stockton Boro	1023
Northvale Boro	0240	Berlin Boro	0405	Millburn Twp	0712	Tewksbury Twp	1024
Norwood Boro	0241	Berlin Twp	0406	Montclair Twp	0713	Union Twp	1025
Oakland Boro	0242	Brooklawn Boro	0407	Newark City	0714	West Amwell Twp	1026
Old Tappan Boro	0243	Camden City	0408	North Caldwell Boro	0715	Mercer County	
Oradell Boro	0244	Cherry Hill Twp	0409	Nutley Twp	0716	East Windsor Twp	1101
Palisades Park Boro	0245	Chesilhurst Boro	0410	Orange City Twp	0717	Ewing Twp	1102
Paramus Boro	0246	Clementon Boro	0411	Roseland Boro	0718	Hamilton Twp	1103
Park Ridge Boro	0247	Collingswood Boro	0412	South Orange Village Twp	0719	Hightstown Boro	1104
Ramsey Boro	0248	Gibbsboro Boro	0413	Verona Twp	0720	Hopewell Boro	1105
Ridgefield Boro	0249	Gloucester City	0414	West Caldwell Twp	0721	Hopewell Twp	1106
Ridgefield Park Village	0250	Gloucester Twp	0415	West Orange Twp	0722	Lawrence Twp	1107
Ridgewood Twp	0251	Haddon Twp	0416	Cumberland County			
River Edge Boro	0252	Haddonfield Boro	0417	Bridgeton City	0601	West Amwell Twp	1026

Municipality Code

Municipality Code

Municipality Code

Municipality Code

Mercer County

Robbinsville Twp 1112
Trenton City 1111
West Windsor Twp 1113

Middlesex County

Carteret Boro 1201
Cranbury Twp 1202
Dunellen Boro 1203
East Brunswick Twp 1204
Edison Twp 1205
Helmetta Boro 1206
Highland Park Boro 1207
Jamesburg Boro 1208
Metuchen Boro 1210
Middlesex Boro 1211
Milltown Boro 1212
Monroe Twp 1213
New Brunswick City 1214
North Brunswick Twp 1215
Old Bridge Twp 1227
Perth Amboy City 1216
Piscataway Twp 1217
Plainsboro Twp 1218
Sayreville Boro 1219
South Amboy City 1220
South Brunswick Twp 1221
South Plainfield Boro 1222
South River Boro 1223
Spotswood Boro 1224
Woodbridge Twp 1225

Monmouth County

Aberdeen Twp 1355
Allenhurst Boro 1301
Allentown Boro 1302
Asbury Park City 1303
Atlantic Highlands Boro 1304
Avon-by-the-Sea Boro 1305
Belmar Boro 1306
Bradley Beach Boro 1307
Brielle Boro 1308
Colts Neck Twp 1309
Deal Boro 1310
Eatontown Boro 1311
Englishtown Boro 1312
Fair Haven Boro 1313
Farmingdale Boro 1314
Freehold Boro 1315
Freehold Twp 1316
Hazlet Twp 1339
Highlands Boro 1317
Holmdel Twp 1318
Howell Twp 1319
Interlaken Boro 1320
Keansburg Boro 1321
Keyport Boro 1322
Lake Como Boro 1347
Little Silver Boro 1323
Loch Arbour Village 1324
Long Branch City 1325
Manalapan Twp 1326
Manasquan Boro 1327
Marlboro Twp 1328
Matawan Boro 1329
Middletown Twp 1331
Millstone Twp 1332
Monmouth Beach Boro 1333
Neptune City Boro 1335
Neptune Twp 1334
Ocean Twp 1337
Oceanport Boro 1338
Red Bank Boro 1340
Roosevelt Boro 1341
Rumson Boro 1342
Sea Bright Boro 1343
Sea Girt Boro 1344
Shrewsbury Boro 1345
Shrewsbury Twp 1346
Spring Lake Boro 1348
Spring Lake Heights Boro 1349
Tinton Falls Boro 1356
Union Beach Boro 1350

Upper Freehold Twp 1351
Wall Twp 1352
West Long Branch Boro 1353

Morris County

Boonton Town 1401
Boonton Twp 1402
Butler Boro 1403
Chatham Boro 1404
Chatham Twp 1405
Chester Boro 1406
Chester Twp 1407
Denville Twp 1408
Dover Town 1409
East Hanover Twp 1410
Florham Park Boro 1411
Hanover Twp 1412
Harding Twp 1413
Jefferson Twp 1414
Kinnelon Boro 1415
Lincoln Park Boro 1416
Long Hill Twp 1440
Madison Boro 1417
Mendham Boro 1418
Mendham Twp 1419
Mine Hill Twp 1420
Montville Twp 1421
Morris Twp 1422
Morris Plains Boro 1423
Morristown Town 1424
Mountain Lakes Boro 1425
Mount Arlington Boro 1426
Mount Olive Twp 1427
Netcong Boro 1428
Parsippany-Troy Hills Twp 1429
Pequannock Twp 1431
Randolph Twp 1432
Riverdale Boro 1433
Rockaway Boro 1434
Rockaway Twp 1435
Roxbury Twp 1436
Victory Gardens Boro 1437
Washington Twp 1438
Wharton Boro 1439

Ocean County

Barnegat Twp 1534
Barnegat Light Boro 1501
Bay Head Boro 1502
Beach Haven Boro 1503
Beachwood Boro 1504
Berkeley Twp 1505
Brick Twp 1506
Eagleswood Twp 1508
Harvey Cedars Boro 1509
Island Heights Boro 1510
Jackson Twp 1511
Lacey Twp 1512
Lakehurst Boro 1513
Lakewood Twp 1514
Lavallette Boro 1515
Little Egg Harbor Twp 1516
Long Beach Twp 1517
Manchester Twp 1518
Mantoloking Boro 1519
Ocean Twp 1520
Ocean Gate Boro 1521
Pine Beach Boro 1522
Plumsted Twp 1523
Point Pleasant Boro 1524
Point Pleasant Beach Boro 1525
Seaside Heights Boro 1526
Seaside Park Boro 1527
Ship Bottom Boro 1528
South Toms River Boro 1529
Stafford Twp 1530
Surf City Boro 1531
Toms River Twp 1507
(formerly Dover Twp)
Tuckerton Boro 1532

Passaic County

Bloomington Boro 1601
Clifton City 1602
Haledon Boro 1603
Hawthorne Boro 1604
Little Falls Twp 1605
North Haledon Boro 1606
Passaic City 1607
Paterson City 1608
Pompton Lakes Boro 1609
Prospect Park Boro 1610
Ringwood Boro 1611
Totowa Boro 1612
Wanaque Boro 1613
Wayne Twp 1614
West Milford Twp 1615
Woodland Park Boro 1616
(formerly West Paterson Boro)

Salem County

Alloway Twp 1701
Carney's Point Twp 1716
Elmer Boro 1702
Elsinboro Twp 1703
Lower Alloways Creek Twp 1704
Mannington Twp 1705
Oldmans Twp 1706
Penns Grove Boro 1707
Pennsville Twp 1708
Pilesgrove Twp 1709
Pittsgrove Twp 1710
Quinton Twp 1711
Salem City 1712
Upper Pittsgrove Twp 1714
Woodstown Boro 1715

Somerset County

Bedminster Twp 1801
Bernards Twp 1802
Bernardsville Boro 1803
Bound Brook Boro 1804
Branchburg Twp 1805
Bridgewater Twp 1806
Far Hills Boro 1807
Franklin Twp 1808
Green Brook Twp 1809
Hillsborough Twp 1810
Manville Boro 1811
Millstone Boro 1812
Montgomery Twp 1813
North Plainfield Boro 1814
Peapack-Gladstone Boro 1815
Raritan Boro 1816
Rocky Hill Boro 1817
Somerville Boro 1818
South Bound Brook Boro 1819
Warren Twp 1820
Watchung Boro 1821

Sussex County

Andover Boro 1901
Andover Twp 1902
Branchville Boro 1903
Byram Twp 1904
Frankford Twp 1905
Franklin Boro 1906
Fredon Twp 1907
Green Twp 1908
Hamburg Boro 1909
Hampton Twp 1910
Hardyston Twp 1911
Hopatcong Boro 1912
Lafayette Twp 1913
Montague Twp 1914
Newton Town 1915
Ogdensburg Boro 1916
Sandyston Twp 1917
Sparta Twp 1918
Stanhope Boro 1919
Stillwater Twp 1920
Sussex Boro 1921
Vernon Twp 1922
Walpack Twp 1923
Wantage Twp 1924

Union County

Berkeley Heights Twp 2001
Clark Twp 2002
Cranford Twp 2003
Elizabeth City 2004
Fanwood Boro 2005
Garwood Boro 2006
Hillside Twp 2007
Kenilworth Boro 2008
Linden City 2009
Mountainside Boro 2010
New Providence Boro 2011
Plainfield City 2012
Rahway City 2013
Roselle Boro 2014
Roselle Park Boro 2015
Scotch Plains Twp 2016
Springfield Twp 2017
Summit City 2018
Union Twp 2019
Westfield Twp 2020
Winfield Twp 2021

Warren County

Allamuchy Twp 2101
Alpha Boro 2102
Belvidere Town 2103
Blairstown Twp 2104
Franklin Twp 2105
Frelinghuysen Twp 2106
Greenwich Twp 2107
Hackettstown Town 2108
Hardwick Twp 2109
Harmony Twp 2110
Hope Twp 2111
Independence Twp 2112
Knowlton Twp 2113
Liberty Twp 2114
Lopatcong Twp 2115
Mansfield Twp 2116
Oxford Twp 2117
Phillipsburg Town 2119
Pohatcong Twp 2120
Washington Boro 2121
Washington Twp 2122
White Twp 2123

Residents

of Other States 0000