

EMPLOYMENT APPLICATION PROCESS

All job openings and promotional announcements are posted on bulletin boards located outside of the Personnel Office on the 4th floor, room 405, of City Hall. All prospective applicants applying for positions which do not require testing by the Civil Service Commission, must submit a completed City employment application directly to the City Personnel Office. Applications are kept on file for three years.

All New Jersey Civil Service (CSC) Open-Competitive and Promotional applications must be sent directly to the Civil Service Commission, as per the directions on the application, and NOT to the City Personnel Office.

All prospective employees are required to pass a criminal background check and physical examination which will include a drug and alcohol test. Individuals applying for entry level Public Safety positions, i.e., Police and Fire, and Public Safety Telecommunicator (911) positions, must also pass a psychological examination.

In the event a prospective employee is disqualified from hire, (in a non-public safety title), as a result of failure to pass the drug and/or alcohol test and wishes to reapply to the City for employment, the applicant must repeat the employment process and be responsible for the (non-refundable) cost to the City of the drug and/or alcohol test in advance of testing.