



## The Office of Human Resources

### Internal Employment Application Process

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**Thank you for considering job opportunities within the College. The following guidelines have been provided to make this a more efficient process. Please feel free to contact the Office of Human Resources at ext. 2166 should you have any questions.**

- \* To apply for an internal job opportunity, please complete the Internal Employment Application.
  - \* Please complete all sections of the internal job application form. Indicate how your training and experience meets the job qualifications and requirements specified in the vacancy announcement.
  - \* Sign and date the application.
  - \* If you have a resume available, submit it with your completed application.
  - \* Submit application and resume to Human Resources via e-mail at [JOBS@tcnj.edu](mailto:JOBS@tcnj.edu).
  - \* Applications **must** be received in Human Resources by the job posting closing date.
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#### **NOTE:**

**To be eligible to participate in the job posting process you must be employed at your current position for at least one year, have a satisfactory work record, and be in good standing at your current position. Exceptions will require approval from the Vice President of Human Resources.**

**If you require assistance in the application process, please contact Human Resources at ext. 2166 or by e-mail at [JOBS@tcnj.edu](mailto:JOBS@tcnj.edu). With appropriate notice, reasonable accommodations will be made in the employment process for individuals with disabilities.**



## INTERNAL APPLICATION FOR EMPLOYMENT

\* This form is to be used by **current** TCNJ employees only.

### PERSONAL INFORMATION

Date:

Employee ID#:

Date of Hire:

Last Name:

First Name:

Work Phone  
Number:

Cell/Alternate  
Phone Number:

### POSITION APPLIED FOR:

Job Posting #:

Position Title:

Department:

### CURRENT EMPLOYMENT INFORMATION

Current State  
Title:

Current  
Supervisor:

Department:

May we contact your supervisor?

Please indicate why you are  
interested in this position:

Are you related to anyone working in the department for  
this position which you are applying?

If yes, indicate name of  
Employee:

Please explain specifically how  
you feel this position could  
enhance your career growth and  
development:

Briefly describe your  
qualifications for the position,  
including education, skills,  
abilities, and work experience  
(Attach resume):

## APPLICANTS STATEMENT

Current TCNJ employees who now live in New Jersey but who move out of New Jersey on or after September 1, 2011 are not exempted from the "New Jersey First Act" N.J.S.A. 52:14-7 (S.1730 P.L. 2011, c.70), the New Jersey residency requirement, unless their position qualifies for inclusion on the exempt list, or unless they file (successfully obtaining) an appeal based on critical need or hardship to the five-member committee to be established by the State for the purpose of hearing such appeals.

All current TCNJ employees living outside New Jersey on September 1, 2011 will be exempt from the "New Jersey First Act" N.J.S.A. 52:14-7 (S. 1730 P.L. 2011, c. 70) and will continue to be so in the future, even if their job classification changes, as long as they remain a TCNJ employee without a break in service for more than seven days.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment. I understand that any false, inaccurate or misleading information contained in my application or provided by me during my interview will result in denial of my application, or termination from employment. I also understand that I am required to abide by all rules and regulations of the College.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

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## COLLEGE USE ONLY

Date application received by Human Resources:  Was employee interviewed?

Date of interview:  Start date:  Grade/Step:

Human Resources Representative: \_\_\_\_\_ Date: \_\_\_\_\_