



NEW JERSEY DEPARTMENT OF TRANSPORTATION  
Application for Employment Instructions DROID/APPLE Devices

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This Application for Employment Instructions assists applicants filling out the Application for Employment application using DROID/APPLE Devices. Below are instructions for submitting an application.

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**NOTE:** YOU WILL NEED AN EMAIL ADDRESS TO SUBMIT AN APPLICATION FOR EMPLOYMENT PACKAGE. **If you do not have an email**, you can get a free email account from providers like Google (G-Mail), Yahoo, and others.

**NOTE:** YOU WILL NEED ADOBE READER ON YOUR PHONE. IT IS A FREE DOWNLOAD ON EITHER DEVICE  
DROID - GOOGLE, PLAY APPLE - APP STORE

### **Main Steps to Submit an Application**

1. Open Application PDF in Adobe Reader.
2. Fill out the application. Some fields are required (Last Name, First Name, Home Phone, Position, Signature, Date, and Email).
3. Share Application to Email (DO NOT PRINT or FLATTEN PDF APPLICATION SHARE ORIGINAL PDF (FILLABLE)).
4. Attach other supporting documents (resume, transcripts etc.).
5. Submit Email:

**SEND EMAIL TO:** DOT.NJDOTJOBS@dot.nj.gov  
**SUBJECT:** HR Application for Employment - <your last name>, <your first name> <mi> (<job posting number(s)/type of work>)  
**EX. -** HR Application for Employment - Smith, Mike (16-00085)  
**ATTACHMENTS:** This application and any other supporting documents (resume, transcripts, etc.)

**IMPORTANT REMINDER: INCOMPLETE PACKAGES WILL NOT BE CONSIDERED.**

## **Opening Application in Adobe Reader**

**Please follow the instructions below to attach files to the package**

1. The two main device types DROID/IOS (APPLE) open PDF's differently. The application MUST be opened up in ADOBE READER. For IOS (APPLE) you MAY have to use the "Open In" option (typically located at top of the browser window) due to the browser opening up the PDF in a Non-fillable version. YOU NEED TO OPEN IN ADOBE READER. If you do NOT know how to do this please look up instructions on how to have a PDF open in ADOBE READER.

## **Sharing Application to Email**

**Please follow the instructions below to SHARE the completed application to your EMAIL**

1. You filled out the entire application on your device in ADOBE READER. Now you will need to email this application. DO NOT PRINT this application. You must SHARE it. The share icon on ADOBE READER will look similar to the image below. Once you click this icon choose your email application. You MAY be prompted with a question of how to attach.... SELECT ORIGINAL DOCUMENT. Do not select a "flattened" version of the document. If you do NOT know how to share to your email please look up instructions on the web on how to share file to your email.



## **Attaching Other Documents to Email**

**Please follow the instructions below to Attach Other Supporting Documents to Email**

1. You filled out the entire application on your device in ADOBE READER. You Shared the completed application to your Email. Now you can Attach any supporting documents to this email. This is a typical function. If you need further instructions please look up on the web how to do this if you don't know how.