



# NEW JERSEY STATE POLICE INITIAL APPLICATION



## **CRITERIA FOR BECOMING A NEW JERSEY STATE TROOPER**

All qualified candidates will be considered for employment. The State of New Jersey and New Jersey State Police are an Equal Opportunity/Affirmative Action Employer.

Candidates interested in being considered for a trooper position may obtain an initial application by downloading it from our website, any county clerks office, a division recruiter, or the nearest state police station.

The New Jersey State Police application procedure is designed to identify the most qualified candidates. At the completion of each stage of the application process, a decision is made concerning who will continue to be processed. The decision is made based on the totality of the information available on each applicant. Only those applicants meeting the extremely high standards of the New Jersey State Police are selected to continue in the application process.

Before you begin the process of applying for a trooper position you should know that:

- Applicants must not have been convicted of an indictable offense or presently under an indictable conviction expungement, or conviction of any offense involving domestic violence.
- Applicants must be of high moral character and free of any recent major or habitual violations of the law, including drug usage or other activities or associations that would affect credibility as a police officer. Applicants must not have possessed or used any illegal drug or drugs other than those prescribed or provided by a physician or purchased over the counter including the use of anabolic steroids within the past ten (10) years; or used marijuana or hashish within the past three years.
- Applicants must not have been adjudicated by a court or found by an employer to have violated any person's civil rights in this State or any other State.
- Applicants must not have been convicted of driving while intoxicated two times in his/her lifetime or once within the past five years in this State or any other State.
- Applicants must not have been dishonorably discharged from any branch of military service or law enforcement agency.
- Applicants must not have ever renounced their United States citizenship.
- Applicants must not have been terminated or asked to resign from a public office, position, or government employment for misconduct involving such public office, position, or employment.

When you complete the initial application you will be required to answer these and similar questions related to the minimal qualifications for employment. You will be afforded the opportunity to provide an explanation to each question. If you are unsure of how this criteria for qualification applies to you, please contact a State Police Recruiter at 1-877-NJSP-877.

**THE NEW JERSEY STATE POLICE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name (Print)

## READ THESE INSTRUCTIONS CAREFULLY PRIOR TO FILLING OUT APPLICATION

**INSTRUCTIONS:** A candidate will be rejected from the selection process who has intentionally made a false statement or practiced, or attempted to practice any deception or fraud in this initial application, in any examination, interview, application, or in securing eligibility for appointment. Any misstatement of fact is reason for disqualification for employment, and may be punished by law pursuant to N.J.S.A. 2C:28-2, 2C:28-3, and 2C:28-7.

- Read the Minimum Qualifications on page 3 prior to submitting your Initial Application. **Only those applicants who meet the minimum qualifications** will be invited to proceed to the Written Examination in the selection process.
- Use only a **black ink pen** to complete all answers in this Initial Application.
- **Legibly print or type all answers.**
- **Do not** leave any questions unanswered. Any questions that do not apply to you, enter “*Does Not Apply*,” or “*None*,” in the space provided.
- Make sure you enter your full name at the top of every page.
- In Part III (pages 7-9), you must fully explain all “**Yes**” answers in the space provided in Question #20.
- You must read, understand, ***sign and date*** the **CERTIFICATION** on Page 11.

***Mail the completed Initial Application Form (in black ink) in a 10” x 13” manila envelope.***

***to:*** DIVISION OF STATE POLICE  
RECRUITING UNIT - BLDG. 14  
P.O. BOX 7068  
WEST TRENTON, NEW JERSEY 08628-0068

- Retain a copy of all information material for future reference.
- Throughout this selection process you will be required to present two forms of identification one of which will need to be a valid government issued photo identification (i.e., photo drivers license, photo identification issued by the County Clerk’s Office, etc.). If you do not presently have these types of identifications, you will need to obtain them before the written exam.
- ***Incomplete applications WILL NOT be processed.***

***(NEW JERSEY IS AN EQUAL OPPORTUNITY EMPLOYER)***

***Application package must be postmarked no later than April 1, 2005.***

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Last Name

First Name (Print)

## MINIMUM QUALIFICATIONS

**Education - By June 1, 2005**, an applicant must have (1) a bachelor's degree, signifying completion of the undergraduate curriculum and graduation from an accredited college or university **or**, (2) alternatively, an associate's degree or have 60 college credits from an accredited college or university, plus a minimum of two years of satisfactory employment or military service.

**Age** - Applicants must be at least **21 years old** on the date of the written examination and **must not reach their 35th birthday prior to the graduation date of the State Police class** for which they are applying.

**Citizenship** - Only citizens of the United States are eligible for appointment to the NJSP Academy.

**Driver's License** - Applicants must have obtained a valid automobile driver's license at the time background investigations begin.

**Selection Process** - The selection process is a competitive one consisting of an **initial application screening, personal history questionnaire (PHQ), written examination, physical qualification test (PQT), interview, and background investigation**. Upon *conditional appointment*, a medical examination and a psychological examination. Appointment to the New Jersey State Police Academy is contingent upon a number of factors including the number of vacancies in the academy class. Enlistment as a New Jersey State Trooper is subject to successful completion of resident training at the New Jersey State Police Academy, the number of funded vacancies available to be filled, selection by the Superintendent of State Police, and approval by the Attorney General.

**Personal History Questionnaire (PHQ)** - Applicants will complete an **On-line PHQ®** prior to the written examination. The questionnaire will collect a variety of biographical data on each applicant.

**Written Exam** - The written examination phase will consist of two (2) days of comprehensive testing. All applicants are required to complete all components of the written examination administered over a two-day period (Saturday and Sunday). Any applicant unable to complete all parts of the written examination will not be processed.

**Physical Qualification Test** - Applicants must complete a Physical Qualification Test (PQT) consisting of a 1.5 mile timed run which the applicant must complete within 13 minutes; timed push-ups in which the applicant must complete 32 repetitions in 2 minutes; and timed sit-ups in which the applicant must complete 34 repetitions in 2 minutes. **Applicants unable to pass the PQT at the completion of the physical fitness phase will be disqualified from the current selection process.**

**Background** - Applicants must have a good reputation and be of sound moral character. Factors which are automatic disqualifications for the position of New Jersey State Trooper are listed in the application. An applicant's background will be carefully investigated and the answers which are supplied on the application and written examination are subject to verification. An applicant who has intentionally made a false statement or practiced, or attempted to practice any deception or fraud in this initial application, in any examination, interview, application, or in securing eligibility for appointment will be rejected from the selection process. Any misstatement of fact is reason for disqualification for employment, and may be punished by law pursuant to N.J.S.A. 2C:28-2, 2C:28-3 and 2C:28-7.

**Medical/Psychological Examination** - If an offer of appointment as a recruit to the NJSP Academy is tendered to an applicant, it will be conditioned on successful completion of a medical examination and a psychological evaluation. A medical examination will be given during which the ability to perform the essential functions of the position will be evaluated by the Division Physician. Visual acuity must be correctable to 20/30 in both eyes, preferably with soft contact lenses. Each potential recruit will be required to authorize access to all health records. The potential recruit will also be required to provide urine samples for analysis to determine use of illegal drugs. If the Division Physician should determine an applicant is unable to perform the essential functions of the position, the conditional offer of appointment will be withdrawn. The psychological evaluation is conducted to determine the applicant's suitability for a career in law enforcement. Applicants who successfully complete this phase may be offered an appointment to the New Jersey State Police Academy.

Should you desire further information, contact the Division of State Police EEO/AA Office at 609-882-2000, extension 6400. Visit our web site at [www.njsp.org](http://www.njsp.org). New Jersey residency is required upon graduation from the Academy.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name (Print)

## PERSONAL INFORMATION — Part I —

**\* Denotes required information.**

1. PRINT NAME		Last (Include Maiden Name in Parentheses) *		First *		Middle	
2. MAILING ADDRESS		Number & Street *		3. City or Town *		4. State * 5. Zip Code * 6. County	
7. Home Area Code & Phone Number *		8. Work Area Code & Phone Number		9. Cell Phone Area Code and Phone Number			
10. Social Security No.		11. Drivers License No.*		State *		12. Date of Birth *	

*Pursuant to the Privacy Act of 1974 (P.L. 93-579), I realize the disclosure of my social security number is voluntary. I also realize my social security number will be used for the purpose of facilitating the security check authorized by the above referenced authority. The preliminary background check will be conducted prior to the administration of the written examination. An applicant who has not supplied a social security number cannot advance to the written test. Any information released as a result of this authorization, including the furnishing of my social security number, shall be used only for the express purpose of processing the above indicated application without delay.*

E-mail address: \_\_\_\_\_

13. Are you currently a U.S. citizen?  yes  no If no, explain: \_\_\_\_\_

14. At which testing location would you prefer to take the written examination (conditions permitting)?\*  
(Please check one.)

North  Central  South

15. I first obtained information concerning the New Jersey State Police from the following source: \*  
(Please check only one.)

Recruiter  Radio/Television  Other Trooper \_\_\_\_\_  
 Website  Billboards  Magazine/Newspaper Advertisement  
 Motor Vehicle Network  Career Fair  Other: \_\_\_\_\_

16. Where did you obtain this application?

NJSP Recruiter \_\_\_\_\_  NJSP Website  
*Name*  
 NJSP Station \_\_\_\_\_  County Clerk \_\_\_\_\_  
*County*  
 Other Trooper

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name (Print)

***Completion of this portion is voluntary.***

***The requested information below will be kept confidential and used for statistical purposes.***

17.  Male

Female

18. Race or Ethnic Group *(Please check one.)*

White *(Not of Hispanic Origin)*

Black *(Not of Hispanic Origin)*

Asian or Pacific Islander

*(All persons having origins in any of the Far East, Southeast Asia, the Pacific Islands, India, or Pakistan)*

American Indian or Alaskan Native

*(Persons having origins in the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition)*

Hispanic

*(All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin)*

## EDUCATION AND EMPLOYMENT HISTORY — Part II —

1. Highest Education Level Attained\* *(Please check one.)*

Ph.D.

J.D.

MA/MS

BA/BS

AA/AS

60 College Credits or more

Less than 60 College Credits

2. If you have earned less than 60 college credits, when will you meet this educational requirement?

\_\_\_\_/\_\_\_\_/\_\_\_\_

3. Please list dates of enrollment and institution(s) attended from which you will have earned 60 or more college credits. List credits earned at each institution.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Month and year degree awarded (If receiving a degree, indicate month & year degree will be awarded:

\_\_\_\_\_

5. College/University granting degree \_\_\_\_\_

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name (Print)

6. Please provide the following information on your employment and military experiences.

**NOTE:** Applicants who will not have attained a bachelor's degree must present at least two years of satisfactory employment or military experience.

<u>Occupation/Job Title</u>	<u>Name &amp; Address of Employer</u>	<u>Dates of Employment by Month/Year</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

  

<u>Military Rank</u>	<u>Branch of Service</u>	<u>Dates of Service by Month/Year</u>
_____	_____	_____
_____	_____	_____

7. Do you currently possess any of the below-listed licenses?\*

Pilot/Fixed Wing or Rotocraft \_\_\_\_\_ License #  C.P.A. \_\_\_\_\_ License #

Insurance Fraud Investigator \_\_\_\_\_ License #  Law Practice \_\_\_\_\_ License #

Prior Police Experience \_\_\_\_\_ (Full PTC Certification)  
Department(s)

8. Are you fluent in any foreign language(s)?  yes  no If yes, list: \_\_\_\_\_

9. Prior New Jersey State Police Applicant:  yes  no  
(Complete below **ONLY** if you have been an applicant in a previous New Jersey State Police selection process)

Previous class number (if known): \_\_\_\_\_

Applicant withdrawal from previous selection process  yes  no

Last completed phase of selection process (If disqualified, check phase you were at when disqualified):

<input type="checkbox"/> Initial Application	<input type="checkbox"/> Background Investigation
<input type="checkbox"/> Written Examination	<input type="checkbox"/> Psychological Evaluation
<input type="checkbox"/> Physical Qualification Test	<input type="checkbox"/> Medical Evaluation
<input type="checkbox"/> Oral Interview	<input type="checkbox"/> Academy

## DISQUALIFICATION INFORMATION

### — Part III —

Your responses to the following questions will be evaluated. As part of the initial application process an applicant's answers to these questions will be verified through comparison with local, state and federal criminal history records, driving record abstracts, court records and military records. Your responses will also be reviewed and verified during the background investigation phase of the selection process.

**You must fully explain a yes answer to any of the questions in the space provided under #20 explanation.**

Unless you satisfactorily explain a yes answer to any of these questions, you will be disqualified from continuing in the selection process.

Read the following questions carefully and answer them truthfully and completely. False statements that cannot be explained will certainly disqualify you from continuing in the selection process.

1. Have you ever been convicted of an indictable offense or are you presently under an indictment or had an indictable conviction expunged?\*
- yes
- no
2. Have you ever been convicted of any offense involving domestic violence?\*
- yes
- no
3. Have you ever been convicted of any offense involving a "controlled dangerous substance?"\*
- yes
- no
4. Have you ever been convicted of an offense involving a public office, position or employment (i.e., school board, township committee, etc.)?\*
- yes
- no
5. Have you been adjudicated to have committed an act of juvenile delinquency within the last ten years? "Juvenile delinquency" here means the commission of an act which, if committed by an adult, would constitute an indictable offense.\*
- yes
- no
6. Have you been adjudicated by a court or found by an employer to have violated any person's civil rights in this State or any other State?\*
- yes
- no
7. Are you currently on probation or have you ever been on probation at any time within the last 12 months in this State or any other State?\*
- yes
- no

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Last Name

First Name (Print)

8. Have you participated in a program of supervisory treatment or pretrial intervention for an indictable offense under N.J.S.A. 2C:43-12 or an out-of-state equivalent?\*
- yes  
 no
9. Have you ever been convicted of driving while intoxicated in this State or any other State?\*
- yes  
 no
- 9a. If you answered yes to question 9, how many times were you convicted of driving while intoxicated?
- once  
 twice  
 3 or more times
- 9b. If you answered yes to question 9, when was the last time you were convicted of driving while intoxicated?
- within the past year  
 within the past five years  
 longer than five years
10. Is your driving privilege currently revoked or suspended in New Jersey or in any other State?\*
- yes  
 no
11. Were you dishonorably discharged from any branch of military service or law enforcement agency?\*
- yes  
 no
12. Have you ever renounced your United States citizenship?\*
- yes  
 no
13. Are you currently subject to **any** domestic violence restraining order, in NJ or any other state?\*
- yes  
 no
14. Were you ever terminated or asked to resign from a public office, position, or government employment for misconduct involving such public office, position, or employment?\*
- yes  
 no
15. Have you used marijuana or hashish?\*
- yes  
 no
- 15a. If you answered yes to question 15, when was the last time you used marijuana or hashish?
- within the past two years  
 within the past three years  
 within the past four years  
 longer than five years ago





\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name (Print)

## CERTIFICATION

I certify that this Initial Application was completed by me, and only me. I further certify that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I am aware that any intentional misrepresentation of information supplied by me will result in my disqualification from the selection process. Further, I authorize the New Jersey State Police to verify any and all information contained herein and to obtain and review my employment, education, motor vehicle, criminal history, military, disciplinary records and information from any source in completing the verification process.

I have read this Certification and I understand and agree to the conditions imposed herein.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
*(Sign in Ink)*