

AFC Unit \_\_\_\_\_

A35.300(a)

**APPOINTMENT REQUEST FORM  
LAW ENFORCEMENT POSITIONS**

Position Title \_\_\_\_\_ 8 digit Position Number 22  
Class Code \_\_\_\_\_ Grade C Effective Date \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ (verify)  
Minimum qualifications verified. Yes  No  Remarks \_\_\_\_\_  
Applicant referred through Employment Security Division. Yes  No  Operator No. \_\_\_\_\_  
Date \_\_\_\_\_ Unit Manager Signature \_\_\_\_\_

**ATTACHMENTS (as applicable):**

Authority to Release Information, A35.203  
Personal Information Questionnaire and Signed Instruction Sheet, A35.204  
Position Disposition, A35.206  
Recruitment Report, A35.207  
Statement of Selective Service Status, A35.209  
Orientation Check List (new hire only), A35.301  
Probationary Appointment & Certification of Qualification, A35.302  
Standards of Conduct (new hire only), A35.303  
Citizenship Status I-9 Form A35.305, revision date 6/07/07  
Compensatory Time Agreement, A35.306  
Residency Certification, A35.307  
Employee Emergency Contact Information, A35.309  
Emergency response new hires: residency requirement verified by District Forester, initial here \_\_\_\_\_  
Law Enforcement Form F-1 or F-4 as applicable  
Law Enforcement Forms F-2 and F-2a, Physical Examination Reports  
New Hire Medical Clearance Statement, A85.400(b) - new hire only  
Pre-employment drug testing for CDL positions  
Law Enforcement Form F-3 Personal History Questionnaire  
Fingerprint Card  
Law Enforcement Code of Ethics  
Copy of birth certificate or other acceptable proof of birth  
Performance Evaluation, A125.100 (promotion only)  
Acceptance of Privilege to Operate a State Vehicle, A130.100  
Traffic Violation Report, A130.200  
Notice of Withholding – personal use of State Owned Vehicle, if applicable, A130.500  
Employment Application  
APERS Retirement Data Form, Form MDF, revision 9/2005, attach copy of Social Security Card  
APERS Designation of Beneficiary Form  
State (AR4EC) and Federal (W-4) Exemption forms (new hire only)  
Direct Deposit Form (mandatory) P200  
<sup>1</sup> Mandatory Direct Deposit Notification P300 (interview process requirement)  
Copy of high school or college diploma, GED certificate, or transcripts, as required (new hire)  
Copy of Commercial Drivers License for required positions (submit within 60 days of hire)  
Acknowledgement of Receipt of Policy § 170, A170.100 (CDL Drivers Only)  
Employee Disclosure Forms F3 through F6

Revised: 8/21/2009

<sup>1</sup> To request Direct Deposit Hardship Exemption, complete Form OPM 26-B