

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

A35.300(a)

**APPOINTMENT REQUEST FORM  
LAW ENFORCEMENT POSITIONS**

Position Title \_\_\_\_\_ Position Number \_\_\_\_\_  
Class Code \_\_\_\_\_ Grade \_\_\_\_\_ 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 (if 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
- Emergency response new hires: residency requirement verified by District Forester, initial here \_\_\_\_\_
- <sup>1</sup> Probationary Status, A45.100
- 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 Appraisal (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>2</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
- Employee Disclosure Certification & Employment of Family Members, Form F-3/F-4
- Employee Disclosure Requirements/Restrictions Notice, Form F-5/F-6

Revised: 11/15/07

<sup>1</sup> Follow-up form, complete and submit to AFC Personnel Department after conclusion of one-year probationary period.

<sup>2</sup> To request Direct Deposit Hardship Exemption, complete Form OPM 26-B