

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):

A35.203 Authority to Release Information

A35.204 Personal Information Questionnaire and Signed Instruction Sheet

A35.206 Position Disposition

A35.207 Recruitment Report

A35.209 Statement of Selective Service Status

A35.301 Orientation Check List (new hire only)

A35.302 Probationary Appointment & Certification of Qualification

A35.303 Standards of Conduct (new hire only)

A35.305 Citizenship Status I-9 Form A35.305, revision date 8/07/09

A35.306 Compensatory Time Agreement

A35.307 Residency Certification

Emergency response new hires: residency requirement verified by District Forester, initial here _____

A35.309 Employee Emergency Contact Information

A85.400(b) New Hire Medical Clearance Statement - new hires only

Law Enforcement Form F-1 or F-4 as applicable

Law Enforcement Forms F-2 and F-2a, Physical Examination Reports

A125.100 Performance Evaluation (promotion only – evaluation on position exited) **with**

A205.200 Code of Ethics Annual Acknowledgement Statement

A130.100 Acceptance of Privilege to Operate a State Vehicle and Obtain Traffic Violation Report

A130.500 Notice of Withholding – personal use of State Owned Vehicle, if applicable

A160.100 Annual Designation of Beneficiary for State of Arkansas Death Benefits (optional)

A160.200 U.S. Department of Justice Public Safety Officer Beneficiary Form (firefighters & law enforcement personnel only)

Employment Application

APERS Employee Enrollment Request, revision 3/2012, attach copy of Social Security Card

APERS Employee Contributions Beneficiary Designation

State (AR4EC) and Federal (W-4) Exemption forms (new hire only)

P200 Direct Deposit Form (mandatory)

¹ P300 Mandatory Direct Deposit Notification (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)

Pre-employment drug testing for CDL positions

A170.100 Acknowledgement of Receipt of Policy § 170(CDL Drivers Only)

Employee Disclosure Forms F3 through F6

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

Revised: 4/30/2012

¹ To request Direct Deposit Hardship Exemption, complete Form OPM 26-B