

**APPOINTMENT REQUEST FORM
LAW ENFORCEMENT POSITIONS**

Position Title _____ Position Number 22Class Code _____ Grade C Effective Date _____ Operator No _____

Name _____ Address _____

Minimum qualifications verified. Yes No Remarks _____

Date _____ Unit Manager Signature _____

ATTACHMENTS (as applicable):

- A35.201 Criminal Background Check Consent Form¹
- A35.204 Personal Information Questionnaire and Signed Instruction Sheet
- A35.205 Employment Reference Check Consent
- A35.206 Position Disposition
- A35.209 Statement of Selective Service Status
- A35.301 Orientation Check List (new hire only)
- A35.301(a) Unemployment Insurance Benefit Notice
- A35.302 Probationary Appointment & Certification of Qualification
- A35.305 Citizenship Status I-9 Form A35.305, revision date 3/08/13
- A35.306 Compensatory Time Agreement
- A35.307 Residency Certification (Emergency response new hires)
Residency requirement verified by DF, initial here _____
- A35.309 Employee Emergency Contact Information
- A40.200 Standards of Conduct and Disciplinary Acknowledgement
- A85.400(b) New Hire Medical Clearance Statement - new hires only
- A125.100 Performance Evaluation (promotion only – evaluation on position exited)
- A205.100 Code of Ethics Acknowledgement Form
- A130.100 Acceptance of Privilege to Operate a State Vehicle and Obtain Traffic Violation Report, attach copy of Driver's License¹
- 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)
- P300 Mandatory Direct Deposit Notification (interview process requirement)²
- Copy of high school or college diploma, GED certificate, or transcripts, as required (new hire)
- Copy of Commercial Driver's License for required positions (submit within 90 days of hire)
- Pre-employment drug testing for CDL positions
- A170.100 Acknowledgement of Receipt of Policy § 170
- Employee Disclosure Forms F3 through F8
- Law Enforcement Form F-1 or F-4 as applicable, F-2 and F-2a, Physical Examination Reports**
- 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**
- EBD Health Insurance Portability and Accounting Act (HIPAA) (supervisory position only)
- Arkansas Diamond Deferred Compensation Auto Enrollment Opt Out form

HR use only:

AASIS # _____

FC # _____

New Hire _____

Benefits _____

Directories _____

AFCats _____

Drivers _____

WEX _____

Dispatch _____

Disclosure _____

Background _____

Internal Order _____

Vacancy _____

Cost Center _____

Revised: 1/06/2016

¹ Submit to AFC HR Dept for background check before job offer² To request Direct Deposit Hardship Exemption, complete Form OPM 26-B