

**APPOINTMENT REQUEST FORM
POSITIONS OTHER THAN LAW ENFORCEMENT**

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 Form ¹

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

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

A35.309 Employee Emergency Contact Information

A40.200 Standards of Conduct and Disciplinary Acknowledgement

Emergency response new hires:

- residency requirement verified by District Forester, initial here _____

A85.100 Physical Examination Reports (emergency response new hires only) **and**

A85.400(b) New Hire Medical Clearance Statement (submit both forms within 10 days after hire

Pre-employment drug testing for CDL positions

A125.100 Performance Evaluation (promotion only – evaluation on position exiting) **with**A130.100 Acceptance of Privilege to Operate a State Vehicle and Obtain Traffic Violation Report,
attach copy of Driver's License ¹

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

Employment Application

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)

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

APERS Employee Contributions Beneficiary Designation

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

P200 Direct Deposit Form (mandatory) with copy of voided check

P300 Mandatory Direct Deposit Notification (interview process requirement) ²

A205.100 Code of Ethics Acknowledgement (new hire and promotion)

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)

A170.100 Acknowledgement of Receipt of Policy § 170

Employee Disclosure Forms F3 through F8

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 236-B