



# North Carolina Department of Public Safety

## Human Resources

Roy Cooper, Governor  
Erik A. Hooks, Secretary

Erica L. Zendt, Acting Director  
Human Resources

Rev-10/11/2018

Dear Applicant:

Thank you for your interview for a Criminal Justice certified position with the Department of Public Safety. You will need to successfully complete the Criminal Justice pre-employment requirements in order to determine your eligibility for employment in a certified position. Please read the attached *Applicant Instructions* carefully for directions on continuing this process.

Contact the Criminal Justice Hiring Specialist at the Eastern Carolina Regional Employment Office at (252)756-5501 to schedule an appointment for further pre-employment testing and completion of your hiring paperwork.

Your appointment at the Regional Employment Office will take the majority of the day, so please plan accordingly. Cell phones and other electronic devices are not allowed at your appointment. Additionally, please wear appropriate workplace attire to your appointment. Shorts, blue jeans or revealing attire are not appropriate.

For assistance or further information regarding your appointment or the employment process with the Department of Public Safety, please contact the Regional Employment Office.

Sincerely,

Eastern Carolina Regional Employment Office

### Attachments

1. CJ Pre-Employment Processing, Applicant Instructions-Phase I
2. List of Acceptable Documents (I9 & E-Verify)
3. Form F-3 (DJJDP) Personal History Statement
4. Form F-8 (DJJDP) Mandated Background Investigation
5. NC-4 Employee Withholding Allowance Certificate
6. W-4 Employee Withholding Allowance Certificate
7. Mandatory Direct Deposit Notification
8. Direct Deposit Enrollment and Change Form
9. Directions to REO

### ADDRESS:

2241 Dickinson Avenue  
Greenville, NC 27834

[www.ncdps.gov](http://www.ncdps.gov)



An Equal Opportunity Employer

Telephone: (252) 756-5501  
Fax: (252) 756-4339



## CJ PRE-EMPLOYMENT PROCESSING APPLICANT INSTRUCTIONS – Phase I

### STEP 1. SCHEDULE AN APPOINTMENT AT THE REGIONAL EMPLOYMENT OFFICE

Call the CJ Hiring Specialist at the Regional Employment Office to schedule your pre-employment processing appointment.

### STEP 2. COMPLETE FORM F-3 (DJJDP) PERSONAL HISTORY STATEMENT

Complete items 1 through 39 *only* of the F-3 form. Do NOT sign or date the F-3 form. Your signature will be witnessed and notarized at the Regional Employment Office. Bring the entire form to your Regional Employment Office appointment.

### STEP 3. COMPLETE FORM F-8 (DJJDP) MANDATED BACKGROUND INVESTIGATION

Complete pages 6 through 10 *only* of the F-8 form. Bring the entire form to your Regional Employment Office appointment.

### STEP 4. DOCUMENTS TO BRING TO YOUR REGIONAL EMPLOYMENT OFFICE APPOINTMENT

*This does not represent an offer of employment. If a conditional offer of employment is extended to you during your appointment at the Regional Employment Office, be prepared to provide the following documentation as a condition of employment:*

Bring the following documents to your appointment at the Regional Employment Office.

1. Driver’s License. A picture ID is required for security and testing purposes.
2. Proof of U.S. citizenship (birth certificate, naturalization papers, etc). U.S. citizenship is a Criminal Justice Standards requirement.
3. Social Security Card. Your social security card must be provided for proof of legal name.
4. Proof of high school graduation or GED and proof of degree(s) completed (if applicable). Original documents are required.
  - For proof of high school graduation: the high school diploma or an official transcript or letter from the school is acceptable.
  - If you have completed college, bring the original college diploma or if you have an official sealed transcript, bring the sealed transcript to verify your degree.
  - If you obtained education outside the US and its territories, official validation of the equivalent education level in the US is required.
  - Proof of education must be provided in the English language.
5. I-9 Employment Eligibility Documents. See Form I-9 for a list of acceptable Government issued photo IDs and Employment Authorization documents.
6. Completed Tax Forms (NC-4 and W-4).
7. Completed Direct Deposit Notification & Enrollment forms.
8. All military veterans must provide an undeleted copy of a DD214, Report of Separation (long form). If you received infractions, charges or convictions while in the military contact the Regional Employment Office for additional instructions.
9. Form F-3, items 1 through 39 completed (do not sign/date).
10. Form F-8, pages 6 through 10 completed.
11. TB Skin Test Results or TB screening results if positive in the past (current results within the last 12 months).
12. Be prepared to provide medical history information to include a list of medications taken within the last 12 months, as you will be required to complete a Medical History Statement during your processing appointment.

Use Black Ink on All Forms

## North Carolina Department of Public Safety

Eastern Carolina Regional Employment Office

2241 Dickinson Avenue, Greenville, NC 27834

Phone: (252)-756-5501 Fax: (252) 756-4339

### West

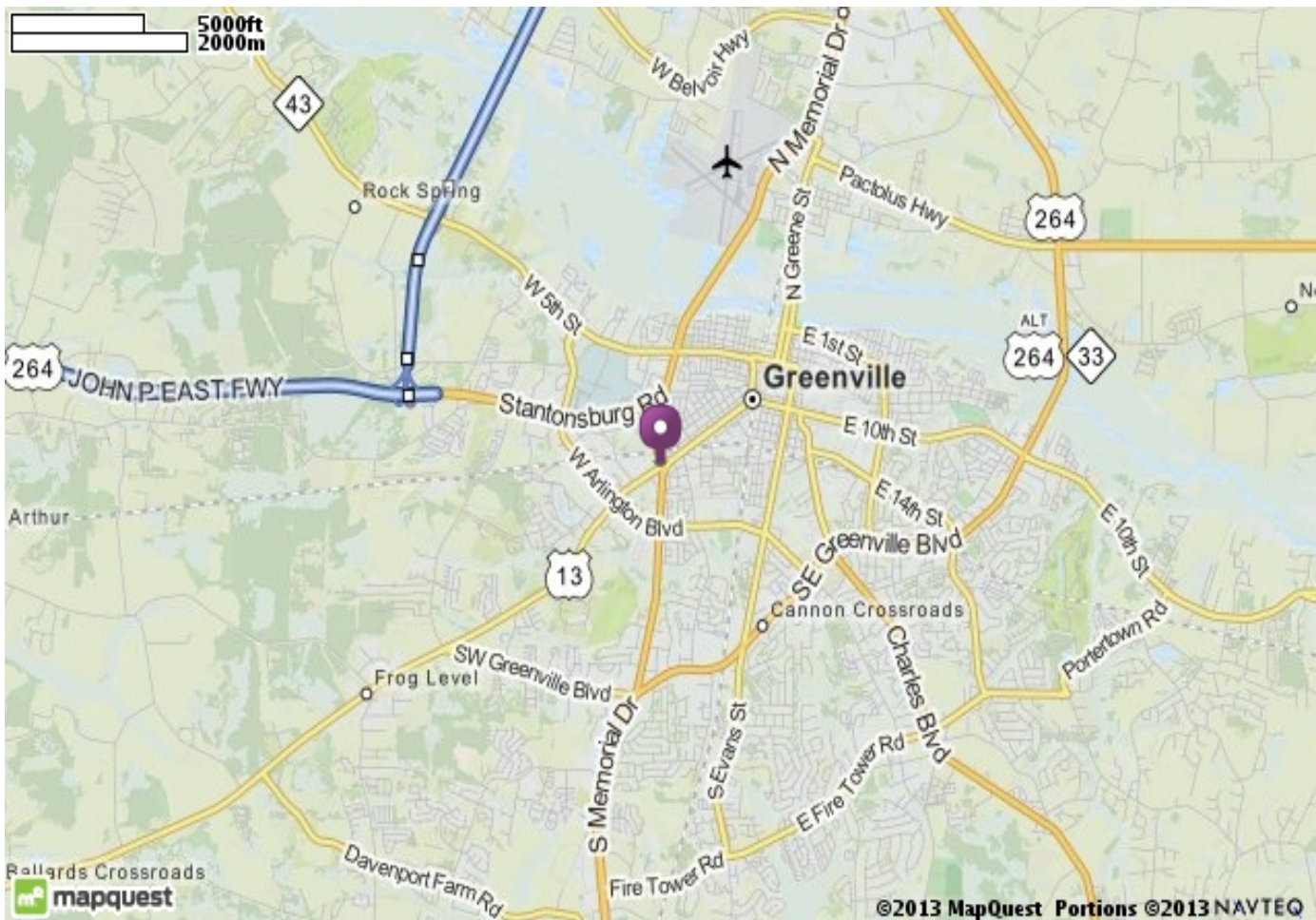
Take Hwy 258/13 to Greenville and continue on until Hwy 258/13 becomes Dickinson Ave. Continue through the intersection of Arlington Blvd and Dickinson Ave., go down approx. 2 blocks. Just beyond Dominos Pizza, you will see a large brick building on your right. Turn in using the first driveway on the right, past Maxwell Street.

### North

Take US Hwy 11 North past the Pitt-Greenville Airport, go over the bridge and Continue on Hwy. 11 until it becomes S. Memorial Drive. After you past the bridge drive approx. 3.3 miles and you will cross over RR tracks and the next intersection will be Memorial Drive and Dickinson Ave. Turn right at the light and you will see a large brown brick building on the left. Turn left into the driveway.

### South

Take US Hwy 11 South to Greenville and US Hwy 11 becomes Memorial Drive. Continue on US Hwy 11 until 11 Hwy Memorial Drive. Go 1.6 miles to Dickinson Ave. Turn left at the 4<sup>th</sup> light this will be the intersection of Dickinson Ave. and Memorial Drive. The ECREO will be the large brown brick building on your left.





North Carolina  
Office of the State Controller

## Mandatory Direct Deposit Notification

(To be signed by all new hires, and rehires on and after August 1, 2007)

In accordance with the State Controller's Policy issued July 1, 2007, as a condition of employment, a person hired or appointed to a position in a state agency on or after August 1, 2007, and who is serviced by a payroll center administered by the Office of the State Controller, shall be required to accept all payroll related payments by direct deposit. The policy may be viewed at the State Controller's Website - [http://www.ncosc.net/sigdocs/sig\\_docs/payroll/Payroll\\_Forms.html](http://www.ncosc.net/sigdocs/sig_docs/payroll/Payroll_Forms.html).

I understand that as a condition of employment, because I am a new hire or rehire applicant, I must comply with the policy and enroll in the direct deposit feature within 30 days of being hired or rehired, and remain enrolled in the direct deposit feature during the tenure of my employment. I understand that I can apply for an exemption from this requirement as provided by the policy. I understand that if I am not granted an exemption, I may be subject to dismissal.

Applicant Name (Please Print) \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **To be completed by employing agency:**

Advertised Position #: \_\_\_\_\_ Position Title: \_\_\_\_\_

Hiring Agency Name: \_\_\_\_\_

Hiring Supervisor or HR Official: \_\_\_\_\_

Copy 1 - Agency Human Resources Office; Copy 2 - Employee



**DIRECT DEPOSIT  
ENROLLMENT AND CHANGE FORM  
BEACON HR/Payroll System**

Bi-Weekly Payroll

Monthly Payroll

Personnel Area # \_\_\_\_\_  
*(to be completed by Payroll Office)*

<input type="checkbox"/> <b>ENROLL</b> me in direct deposit		<input type="checkbox"/> <b>CHANGE</b> my direct deposit	
<input type="checkbox"/> for my <b>Main Bank</b>		<input type="checkbox"/> for my <b>Other Bank</b>	
EMPLOYEE ID NUMBER:	FIRST NAME:	MI:	LAST NAME:
AGENCY:	WORK E-MAIL ADDRESS:	WORK PHONE NUMBER:	

**NAME OF BANK OR FINANCIAL INSTITUTION:**

Deposit to my **CHECKING** or **MONEY MARKET** account *(my name is on this account)*

Deposit to my **SAVINGS** account *(my name is on this account)*

**I am ATTACHING** *(check one and STAPLE HERE)*

a **PHOTOCOPY** of a **CHECK** with my preprinted name and current address

a **CHECK** marked "**VOID**" with my preprinted name and current address

an official **BANK FORM**, certified and stamped by a banking official, which provides my account number and the bank routing number

a **DEPOSIT SLIP** for my savings account **PLUS** the bank routing number shown below:

\_\_\_\_\_

**PLEASE NOTE:**

The Office of the State Controller (OSC) will transmit your payment electronically based on the information you have provided. If the payroll transmission fails because you have given your Payroll Office incorrect or outdated information, the State can only provide a replacement payment **AFTER** a refund from the financial institution has been received. It is important that you provide correct account and bank routing numbers, and that you notify your Payroll Office **immediately** if you change banks or account numbers. The OSC has the right to retract and correct payments, as necessary.

**This completed form must be received in your Agency Payroll Office no less than 15 days prior to your next pay date for the direct deposit to be effective for the next pay period.**

*I acknowledge that electronic payments to the designated account must comply with the provisions of U.S. law, as well as the requirements of the Office of Foreign Assets Control (OFAC). Check one of the following:*

*I affirm that, regarding electronic payments the State of North Carolina may remit to the financial institution for credit to the account that I have designated, the entire payment amount **is not** subject to being transferred to a foreign bank account.*

*I affirm that, regarding electronic payments the State of North Carolina may remit to the financial institution for credit to the account that I have designated, the entire payment amount **is** subject to being transferred to a foreign bank account. I understand that any electronic payments that may be remitted to me may be labeled with "IAT" as the standard entry class. I acknowledge that availability of funds credited to the account will be subject to my receiving financial institution's policies and procedures.*

*I authorize the Office of the State Controller to initiate direct deposit entries each pay period, and if necessary, adjustments for any direct deposit entries in error, to the financial institution and account identified on the attached certification document. I understand and accept the conditions of participation in the direct deposit program. This authority will remain in effect until I cancel it in writing.*

<b>SIGNATURE:</b>	<b>DATE:</b>
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Juvenile Justice-CJ Certified: Pre-employment package to Selected Candidate by Hiring Manager  
**Links to Forms/Documents that must be printed and given to applicant**

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The forms/documents listed below must be printed and given to the applicant; all reside on the DPS forms page. To ensure the most current version of the forms/documents listed is always used, please do not save them to your hard drive. The links should be accessed and forms/documents printed via the links for each applicant.

Required forms/documents are listed in Step 4 of the CJ Pre-employment Processing Applicant Instructions - Phase I document. Links to applicable forms/documents are as follows:

- [List of Acceptable I-9 documents](#): This link is to the I-9 form. Please **print the last page of this form**. The I-9 form is a direct link to the form owner's site; therefore, it is updated automatically to ensure the most current version is always available.
- [F-3\(DJJDP\)](#): Personal History Statement
- [F-8\(DJJDP\)](#): Mandated Background Investigation Form
- NC Department of Revenue Employee's Withholding Allowance Certificates
  1. [NC-4](#)
  2. [NC-4 EZ](#)
- [W-4](#): Internal Revenue Service Employee's Withholding Allowance Certificate