



# North Carolina Department of Public Safety

## Human Resources

Pat McCrory, Governor  
Frank L. Perry, Secretary

Jerry Hodnett, Acting Director  
Human Resources

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* document for directions on continuing this process.

Contact the CJ Processing 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 Eastern Carolina Regional Employment Office will take the majority of the day; please plan accordingly. Cell phones are not allowed at your appointment. Also, note that appropriate workplace dress is appreciated. 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 call this office.

Sincerely,

CJ Processing Specialist  
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

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Internal Use Only:

Candidate Name: \_\_\_\_\_ Work Location: \_\_\_\_\_

Agency Representative: \_\_\_\_\_ Date: \_\_\_\_\_

### 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

Eastern Carolina Regional Employment Office • 2241 Dickinson Avenue • Greenville, NC 27834

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

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

Call the CJ Processing Specialist at the Eastern Carolina Regional Employment Office at (252)756-5501 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 CJ 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 attached list for acceptable Government issued photo IDs and Employment Authorization documents.
6. Completed Tax Forms (NC-4 or NC-4 EZ 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 this 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.

## North Carolina Department of Public Safety

Revised: 3/10/2014 (2)

Eastern Carolina Regional Employment Office

2241 Dickinson Avenue, Greenville, NC 27834

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

### West

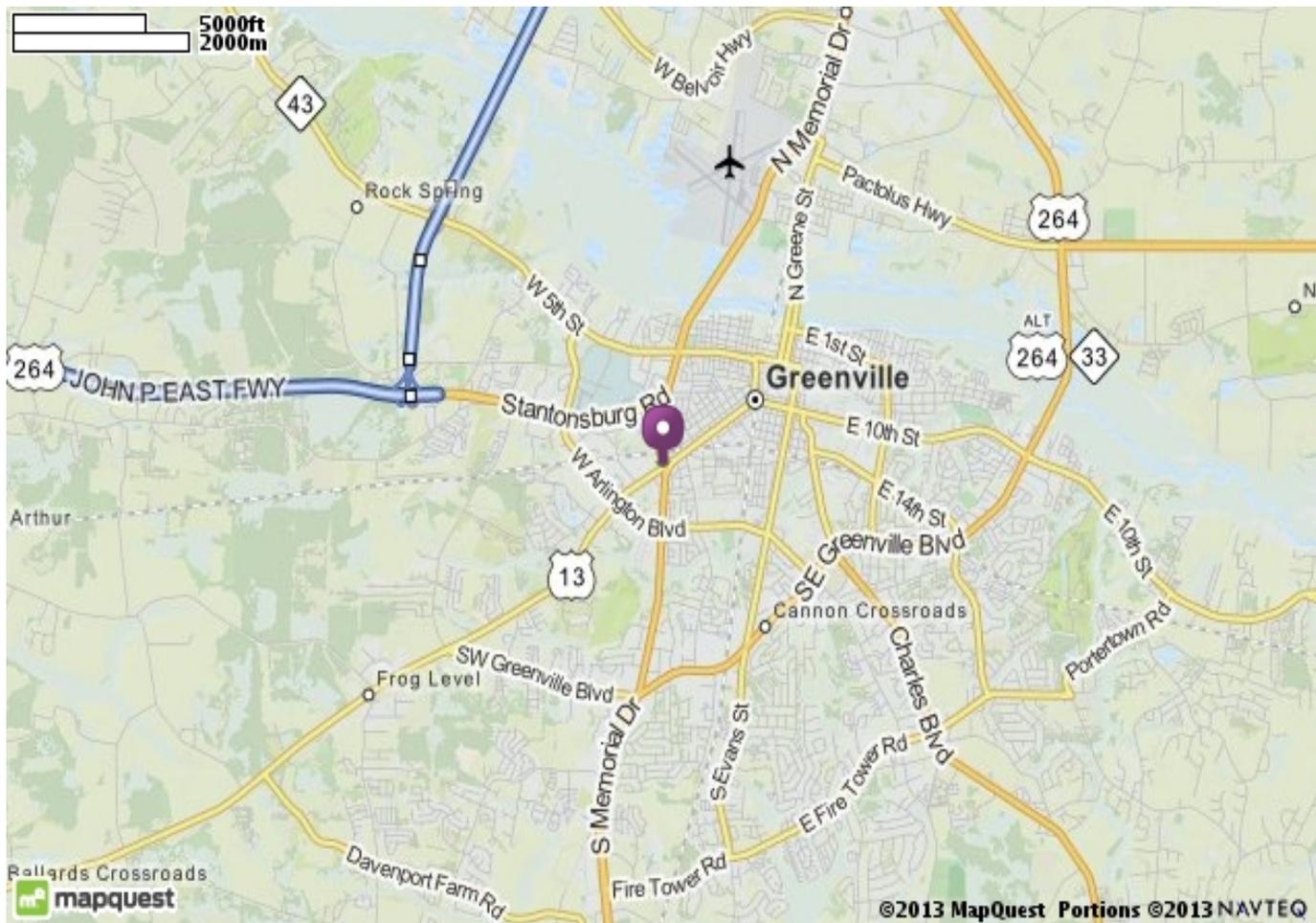
Take Hwy 258/13 to Greenville and continue on until Hwy 258/13 becomes Dickinson Ave. Continue through the intersection of Arlington Blvd and Dickinson Ave., go down approx. 2 blocks. Just beyond Domino's Pizza, you will see a large brick building on your right. Turn in using the first driveway on the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



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 Certificate
  1. [NC-4](#)
  2. [NC-4 EZ](#)
- [W-4](#): Internal Revenue Service Employee's Withholding Allowance Certificate
- [Mandatory Direct Deposit Notification](#)
- [OSCPXA01](#): Direct Deposit Enrollment and Change Form