



**Forms Checklist**  
**CJ Certified Hiring Process • New Application for Certification**

DPS SECTION:  
JUVENILE JUSTICE

**Step 1 Request to Post to [DPS HR RequestToPost@ncdps.gov](mailto:DPS_HR_RequestToPost@ncdps.gov)**

1. HR 001 Request to Post
2. Essential Job Functions / Essential Training Functions
3. Interview Questions and Benchmarks

**Step 2 Documents provided to all applicants at Interview**

1. HR 005 Essential Job Functions Verification
2. Essential Job Functions / Essential Training Functions
3. HR 004 Criminal History Record Check
4. HR 012 Applicant Checklist of Employment Requirements (3 pages)

**Step 3 Request for Candidate Pre-approval to REO**

1. HR 009 Request for Candidate Pre-approval (REO returns with salary approval.)
2. Employment Application
3. Job Posting
4. Competency Assessment (if applicable)
5. HR 007 Interview Summary
6. HR 407 Education & Work History Credit Worksheet (optional)
7. HR 004 Criminal History Record Check

**Step 4 Pre-employment package to Selected Candidate by Hiring Manager**

1. JJ Applicant Cover Letter
2. JJ Applicant Instructions – Phase I
3. List of Acceptable I-9 documents
4. Form F-3 Personal History Statement
5. Form F-8 Mandated Background Investigation
6. NC-4 Employee Withholding Allowance Certificate
7. W-4 Employee Withholding Allowance Certificate
8. Mandatory Direct Deposit Notification
9. Direct Deposit Enrollment and Change Form
10. REO Map

**Step 5 Personnel Action Request from Hiring Manager to REO**  
(original package to REO within 24 hours from Step 3 salary approval)

1. HR 017 Personnel Action Request (PAR)
2. HR 009 Request for Candidate Pre-approval (all required signatures)
2. HR 014 Beacon Data Form (Hiring Location section completed)
3. HR 005 Essential Job Functions Verification (Phase I signed at interview)
4. Essential Job Functions / Essential Training Functions (signed at interview)
5. Form F-4 (DJJDP) Qualifications Appraisal Interview



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**Step 6 CJ Processing completed at REO**

1. HR 018 Conditional Offer of Employment Letter
2. HR 013 Employment Statements
3. JJ03 CJ Certification Screening Procedures
4. Applicant provided DIANA Screen pamphlet (read only)
5. DIANA Screen Consent Form
6. DIANA Screen administered to applicant
7. Informed Consent Form (MMPI consent)
8. MMPI administered to applicant
9. Fingerprint Information Form
10. HR 005 Essential Job Functions Verification (applicant completes Phase II)
11. Drug Test Consent Form
12. Authorization for Release of Information
13. Form F-3 (DJJDP) Personal History Statement
14. Form F-8 (DJJDP) Mandated Background Investigation
15. Form F-5A (DJJDP) Report of Appointment/Application for Certification
16. Form I-9 Employment Eligibility Verification
17. E-verify
18. HR 015 Prior Service Form
19. HR 016 Degree Verification Request Form (if applicable)
20. HR 014 Beacon Data Form (applicant completes "Employee" section)
21. JJ Applicant Instructions – Phase II
22. Directions to drug testing facility
23. Chain of Custody Form (drug test)
24. List of Medical Facilities for medical examination
25. Medical Authorization Form
26. Form F-1 (DJJDP) Medical History Statement
27. Form F-2(DJJDP) Medical Examination Report (blank for completion by physician)
28. JJ02 RCDT (physician completes)

**Step 7 Final Recruitment History Package to REO (send on hire date)**

1. HR 001 Request to Post
2. Benchmarked interview questions
3. Essential Job Functions / Essential Training Functions
4. NEOGOV Selection Log
5. Job Posting
6. Employment Applications of candidates in Most Qualified group
7. HR 007 Interview Summary Form
8. HR 006 Interview Rating Forms for all applicants interviewed
9. HR 005 Essential Job Functions Verification forms for all applicants interviewed
10. HR 004 Criminal History Record Check forms in sealed envelopes for all applicants interviewed
11. HR 008 Professional Reference Check forms completed for selected or non-selected candidates
12. Licensure documentation on non-selected candidates (if applicable)