



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 Western Foothills Regional Employment Office at (828)757-5601 to schedule an appointment for further pre-employment testing and completion of your hiring paperwork.

Your appointment at the Western Foothills 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
Western Foothills 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

Internal Use Only:

Candidate Name: _____ Work Location: _____

Agency Representative: _____ Date: _____

MAILING ADDRESS:
309 Colombo Street SW, Suite 102
Valdese, NC 28690



Telephone: (828) 757-5601
Fax: (828) 757-5600

www.ncdps.gov

An Equal Opportunity Employer



CJ PRE-EMPLOYMENT PROCESSING APPLICANT INSTRUCTIONS – Phase I

Western Foothills Regional Employment Office • 309 Colombo Street SW, Suite 102 • Valdese, NC 28690
Phone: (828)757-5601 • Fax: (828)757-5600

STEP 1. SCHEDULE AN APPOINTMENT AT THE REGIONAL EMPLOYMENT OFFICE

Call the CJ Processing Specialist at the Western Foothills Regional Employment Office at (828)757-5601 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 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.

Use Black Ink on All Forms



Western Foothills Regional Employment Office

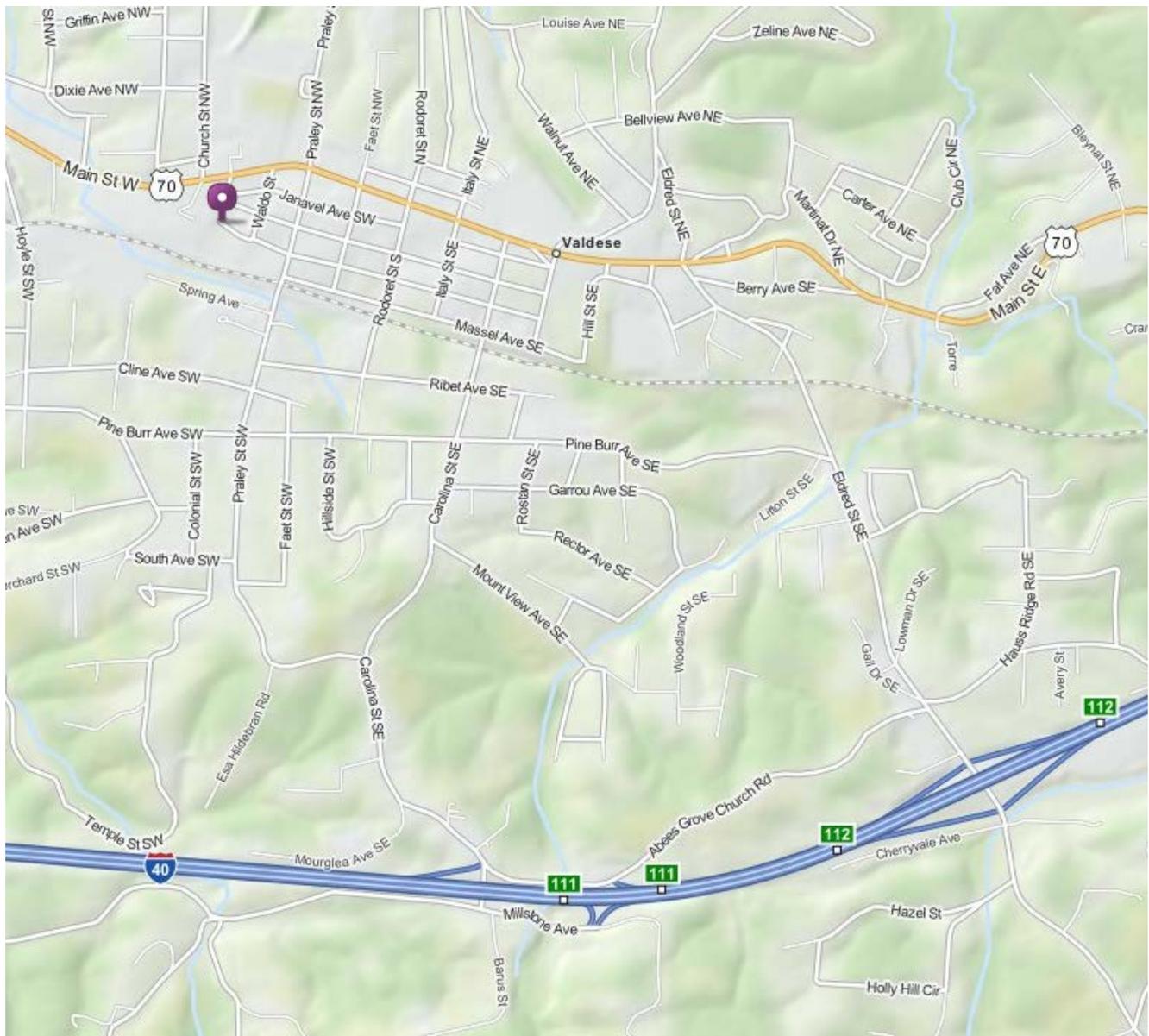
309 Colombo Street SW, Suite 102 – Valdese, NC 28690

Phone: (828)757-5601 Fax: (828)757-5600

From I-40 take Exit 112 toward Mineral Springs Road/Valdese. Turn Right onto Eldred Street SE.

Turn left onto Main Street SE/US-70 W. Turn Left onto Colombo Street SW.

(McDonalds will be on the 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

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
- [Mandatory Direct Deposit Notification](#)
- [OSCPXA01](#): Direct Deposit Enrollment and Change Form