



P.O.S.T. PRE-EMPLOYMENT CHECKLIST

Hire Date: _____ New Hire PSID # or N/A: _____

Non-Certified Pre-Employment Applications				Notes
Name:				
	Application submitted within 30 days of hire?	Y	N	
	If NO, explanation letter received?	Y	N	
1.	Proof of Citizenship ?	Y	N	
2.	High School Diploma, GED, or Transcript?	Y	N	
3.	Submitting Agency Background and NDI Mandate Form?	Y	N	
4.	New Psychological Evaluation Form?	Y	N	
	If NO, using old psychological?	Y	N	
	If NO, has there been a break in service > 6 Months?	Y	N	
	If NO, completed form for Previous Use and signed all applicable sections?	Y	N	
5.	New Medical Examination Form?	Y	N	
	If NO, using old Medical?	Y	N	
	If NO, has there been a Break in Service > 6 Months of hire date?	Y	N	
	If NO, completed form for Previous Use and signed all applicable sections??	Y	N	
6.	Fingerprints on file with TBI and FBI Results Received?	Y	N	
	If Indication, is Identigo (Criminal History) Report included?	Y	N	
	If Indication, are Court Docs included?	Y	N	
	If Indication, is Officer Statement included?	Y	N	
	If YES to above 3, will be sent to management for review.			
7.	Military Form with Honorable Discharge Status?	Y	N	
	Does officer qualify for a waiver? (Entry Level Separation, General, Uncharacterized)	Y	N	
	If YES, is Officer Statement included?	Y	N	
	If YES, is waiver included?	Y	N	
*Exceptions – Hire date Corrections		Other:		



P.O.S.T. PRE-EMPLOYMENT CHECKLIST

Hire Date: _____ New Hire PSID # or N/A: _____

Previously Certified Pre-Employment Applications				Notes
Name:				
	Application submitted within 30 days of hire?	Y	N	
	If NO, explanation letter received?	Y	N	
	Was the last date of Law Enforcement within 3 to 7 years?	Y	N	
	Was the last place of employment in TN in last 3 years? If no, Transition School.	Y	N	
	If YES, no Transition School needed.			
	If NO, complete Transition School process.			
	Was the last date of Law Enforcement within 6 months?	Y	N	
	If YES, able to use previous psychological and medical.			
1.	Proof of Citizenship?	Y	N	
2.	High School Diploma, GED, or Transcript?	Y	N	
3.	Submitting Agency Background and NDI Mandate Form?	Y	N	
4.	New Psychological Evaluation Form?	Y	N	
	If NO, using old psychological?	Y	N	
	If NO, has there been a break in service > 6 Months?	Y	N	
	If NO, completed form for Previous Use and signed all applicable sections?	Y	N	
5.	New Medical Examination Form?	Y	N	
	If NO, using old Medical?	Y	N	
	If NO, has there been a break in service > 6 Months?	Y	N	
	If NO, completed form for Previous Use and signed all applicable sections?	Y	N	
6.	Fingerprints on file with TBI and FBI results received?	Y	N	
	If Indication, is IdentoGo (Criminal History) Report included?	Y	N	
	If Indication, are Court Docs included?	Y	N	
	If Indication, is Officer Statement included?	Y	N	
	If YES to above 3, will be sent to management for review.			
7.	Military Form with Honorable Discharge Status?	Y	N	
	Does officer qualify for a waiver? (Entry Level Separation, General, Uncharacterized)	Y	N	
	If YES, is Officer Statement included?	Y	N	
	If YES, is waiver included?	Y	N	
Notes:				