

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

Hire Date:	New Hire PSID # or N/A:
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No	Non-Certified Pre-Employment Applications Name:			Notes			
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	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 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				
	*Exceptions – Hire date Corrections Other:						
	uate Corrections						



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

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

Application submitted within 30 days of hire? If NO, explanation letter received? Was the last date of Law Enforcement within 3 to 7 years? Was the last place of employment in TN in last 3 years? If no, Transition School. If YES, no Transition School needed. If NO, complete Transition School needed. If NO, complete Transition School process. Was the last date of Law Enforcement within 6 months? If YES, able to use previous psychological and medical. Proof of Citizenship? Y N If YES, able to use previous psychological and medical. Proof of Citizenship? Y N Submitting Agency Background and NDI Mandate Form? New Psychological Evaluation Form? If NO, using old psychological? New Psychological Evaluation Form? If NO, completed form for Previous Use and signed all applicable sections? New Medical Examination Form? If NO, using old Medical? If NO, using old Medical? If NO, completed form for Previous Use and signed all applicable sections? If NO, completed form for Previous Use and signed all applicable sections? If NO, completed form for Previous Use and signed all applicable sections? If NO, as there been a break in service > 6 Months? If NO, completed form for Previous Use and signed all applicable sections? If NO, as there been a break in service > 6 Months? If NO, completed form for Previous Use and signed all applicable sections? If NO, as there been a break in service > 6 Months? If NO, completed form for Previous Use and signed all applicable sections? If NO as there been a break in service > 6 Months? If NO as there been a break in service > 6 Months? N If Separation, General, Uncharacterived. Military Form with Honorable Discharge Status? Y N Does officer qualify for a waiver? (Entry Level Separation, General, Uncharacterized) If YES, is officer Statement included? Y N	Previously Certified Pre-Employment Applications Name:			Notes
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