



NOTICE OF CORRECTION PERSONNEL HIRE

This form must be signed by the hiring authority or designee and submitted to the CJTC **immediately** upon hire/appointment.

SECTION 1: Corrections Personnel Information

AGENCY (Do not abbreviate):	STATUS: <input type="checkbox"/> Corrections Officer <input type="checkbox"/> Corrections Deputy <input type="checkbox"/> Other: _____
FULL NAME (Last, First, Middle):	GENDER IDENTITY: <input type="checkbox"/> Male <input type="checkbox"/> Female
DATE OF BIRTH (MM/DD/YYYY):	SOCIAL SECURITY NUMBER:
DATE OF HIRE (MM/DD/YYYY):	Most Previous Corrections Employment: Agency: _____ Location (City/State): _____ Dates (mm/yyyy – mm/yyyy): _____ - _____
AGENCY EMAIL ADDRESS:	

SECTION 2: Conditions of Employment and Requirements of Training

Per WAC 139-10-211, through the submission of this individual's fingerprints, this agency completed a criminal records check to include a search of state and national criminal history records information and there were no disqualifying convictions. **This act was completed on or about:** _____

- **Basic Corrections Officer Academy**, training must occur within 6 months of hire date. Please refer to [WAC 139-10-210](#) for admission requirements.
- **Basic Corrections Academy Equivalency**, the decision to request an employee's participation within the equivalency process shall be discretionary with the chief executive officer of the employing agency. Please refer to [WAC 139-10-215](#) for admission requirements.

SECTION 3: This section must be signed by the hiring authority, or designee.

I hereby attest that I have read and understand the requirements of [Chapter 139-10 WAC](#) and above named individual has met these requirements and is a duly authorized employee of this agency.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signed this _____ day of _____, 20____, in _____, Washington.

Hiring Authority/Designee's Signature

Hiring Authority/Designee's Printed/Typed Name:	Hiring Authority/Designee's Rank/Title:
Hiring Authority/Designee's Contact Email:	Hiring Authority/Designee's Phone:

*The commission shall maintain this notification in a permanent file, subject to [RCW 43.101.400](#)