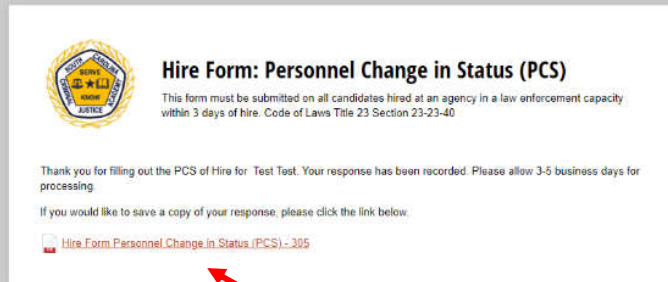


# Forms Tutorial

Forms:

Once you have completed a form this page will pop up.



**Hire Form: Personnel Change in Status (PCS)**  
This form must be submitted on all candidates hired at an agency in a law enforcement capacity within 3 days of hire. Code of Laws Title 23 Section 23-23-40

Thank you for filling out the PCS of Hire for Test Test. Your response has been recorded. Please allow 3-5 business days for processing.

If you would like to save a copy of your response, please click the link below.

[Hire Form Personnel Change in Status \(PCS\) - 305](#)

Click on this for a copy in PDF of the form you submitted. It will also come to you in email form.

If there is a reason we need to reject your form, you will receive an email from us that looks like below.

This is where you will see why it has been rejected. Click on view entry to get access to the form you submitted.

If there are problems with how this message is displayed, click here to view it in a web browser.



**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

## SC Criminal Justice Academy

Hire Form: Personnel Change in Status (PCS)

Please see link below to read or edit your document.

REJECTION reason will be here....

Use the link below to edit the shared entry.

[View Entry](#)

### Entry Details

#### PCS: New Hire

##### Agency Information

TODAY'S DATE	3/30/2022
AGENCY	SC Criminal Justice Academy
AGENCY EMAIL	<a href="mailto:barber@scjca.sc.gov">barber@scjca.sc.gov</a>
AGENCY PHONE NUMBER	(803) 896-7777

# Forms Tutorial

my/HireForm/PersonnelChangeInStatusPCS?v2#WowybevjQOHZZunccuPiFM7bzbV4x-W94HQJlgB9Gc5\*

**Hire Form: Personnel Change in Status (PCS)**  
This form must be submitted on all candidates hired at an agency in a law enforcement capacity within 3 days of hire. Code of Laws Title 23 Section 23-23-40

PLEASE NOTE: An Acadis Background Check MUST BE submitted and a response received PRIOR TO submitting this form

**PCS: New Hire**

**Agency Information**

Today's Date \*  
3/30/2022

Agency \*  
SC Criminal Justice Academy

Agency Email \*  
tbarber@sccja.sc.gov

Agency Phone Number \*  
(803) 896-7777

**Applicant Information**

Date of Hire \*  
3/28/2022

CONFIRM Date of Hire \*  
3/28/2022

Please Note:  
\*Date of Hire\* and \*CONFIRM Date of Hire\* MUST MATCH

Certification Requested \*  
Coroner

Job Duties \*  
THIS IS FOR TESTING PURPOSES ONLY

Applicants First Name \*  
Test

Applicants Middle Name \*  
Test

Applicants Last Name \*  
Test

Suffix  
Jr., R., III, IV, V

Full Name, no abbreviation. If no middle name use HMM.

It will redirect your browser to your form, and you can make your corrections. Please then submit the form again.

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[Hire Form Personnel Change in Status \(PCS\) - 305](#)

It will redirect you to this page. You can click and download the PDF here. It **will not** email you the corrected version.

PLEASE do not ever submit a new form for an Acadis Check/PCS Hire/Separation or any other form if it has been rejected or submitted. If you need to make a correction to something you have submitted, just send [cert@sccja.sc.gov](mailto:cert@sccja.sc.gov) an email to let us know.