

## N.C. DEPARTMENT OF ADMINISTRATION Prior Service Form

**INSTRUCTIONS:** *Please have APPLICANT complete this form and submit this form in the New Hire OR Reinstatement Packages ONLY. Do not submit this form by itself.*

This is to certify by my signature below that I understand if I have had prior creditable service it will possibly affect my vacation leave earning rate and longevity anniversary date. I further understand that it is my responsibility to inform my supervisor of any prior State service in the section below. I realize it is my responsibility to provide evidence of prior service at the time of employment in order for such service to be properly credited to my employment record.

**If NO prior State service exists and/or can be credited, please sign here:**

FULL Name: \_\_\_\_\_ Last 4 digits SS#: \_\_\_\_\_  
*(First, Middle, Last)*

### EMPLOYEE'S RECORD OF AGGREGATE STATE OF NORTH CAROLINA SERVICE:

*If prior state service exists and/or can be credited, please complete the following. ONLY list creditable State agencies as listed on the BACK of this form. Please begin with the most current or last employer.*

Dates of Permanent Full-Time OR Permanent Part-Time North Carolina Service:		FT or PT  <i>(List P/T Hours)</i>	Years	Months	Place of Employment & Location	Position Held
<i>FROM: Month / Year</i>	<i>TO: Month / Year</i>					

**NOTE:** All prior service listed above will be verified by DOA Personnel. Once verified, notification of total state credit will be sent to the unit. Leave adjustments can then be made, if necessary.

I certify to the best of my knowledge, the above information is correct.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
(Please PRINT your FULL name and include maiden names and/or previous names in which your service may fall under.)

\_\_\_\_\_  
*Applicant Last 4 digits SS #*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Date*

*Please refer to the BACK of this form for CREDITABLE and NON-CREDITABLE Service.*

### **CREDITABLE SERVICE**

Credit shall be given for full-time and part-time (*regularly scheduled for 20 hours or more per week*) permanent, probationary, trainee and/or time-limited employment with any State Agency or from one of the following State or local agencies in North Carolina (**Creditable service depends on agency and position being subject to the State Personnel Act.**):

1. ANY State Agency
2. Public School System of North Carolina
3. Community College System
4. Administrative Office of the Courts \*
5. Local Social Services (*EXCEPT Wake County as of 12/6/96*)
6. Local Mental Health (*EXCEPT Wake County as of 12/6/96*)
7. Local Public Health Department (*EXCEPT Wake County as of 12/6/96 & Cabarrus County as of 07/01/98*)
8. Alcoholic Rehabilitation Centers (*EXCEPT Wake County as of 12/6/96*)
9. County Agriculture Extension Service (*Now called Cooperative Extension Services*)
10. General Assembly (*Credit for both permanent and temporary for legislative terms of members. No credit for Legislative Intern Program and pages.*)

\* Total State Service credit is given but leave balances do not transfer for Judges, Magistrates, Assistant DAs, Assistant Public Defenders and/or Clerk of Courts.

### **NON-CREDITABLE SERVICE**

*Credit shall NOT be given for:*

1. Temporary service (*EXCEPT General Assembly employees*)
2. Out-of-State service
3. Federal employment
4. City employment
5. County employment (*EXCEPT as indicated under Creditable Service above*)
6. Sheriff's department
7. Police department
8. Time while out on Leave-Without-Pay  
(*EXCEPT for military leave and workers' compensation leave*)

**NOTE:** *Creditable service is creditable towards vacation, sick leave, longevity, service awards, and total state service.*