

## Criminal Justice Fellows Program Application Directions

---

1. Fill out the application completely. All fields marked with an \* are required and cannot be left blank. Incomplete applications cannot be processed.
2. Gather the following documents. These items should be sent along with your application.
  - Unofficial high school transcripts
  - SAT and/or ACT scores (optional but recommended)
  - Two (2) references (to be submitted on the CJFP reference form and/or on official letterhead)
  - Copy of your driver's license or government issued ID
  - AOC records checks from all counties you have resided in or may have been charged in (if 18+ years old)

If using a smartphone to scan your documents, please use a scanning app for clarity (and do not just take a photo of your documents). If emailing your application, please send the accompanying documents as attachments.

3. Submit your application and accompanying documents by **April 30<sup>th</sup> at 5:00 pm**. Incomplete applications and/or applications received after the cutoff date will not be processed. **NOTE:** If mailing your application, please make sure to mail it with adequate time to be **delivered** to our office by the cutoff date and time. Applications and accompanying documents may be submitted via email, fax, or mail to the addresses below.

Email: [cjfellows@ncdoj.gov](mailto:cjfellows@ncdoj.gov)

Mailing Address:

Criminal Justice Fellows Program

P.O. Box Drawer 149

Fax: (919) 779-8210

Raleigh, North Carolina 27602-0149

4. Once our office has received your completed application, we will send you a confirmation email letting you know we have received it and providing additional information for the application process. Email [cjfellows@ncdoj.gov](mailto:cjfellows@ncdoj.gov) if you have any questions about the application process or materials.

### **Question Regarding Criminal Offense Record on Application**

The following question appears the Employment History and Criminal Record section (p. 4) of the application.

*Have you ever been arrested by a law enforcement officer or otherwise charged with a criminal offense? The term "charged" as used in this question includes being issued a criminal citation or summons. If you have questions regarding listing charges, please refer to the application directions. \*  Yes  No*

Answer the question completely and accurately. Any falsifications or misstatements of fact may be sufficient to disqualify you. If any doubt exists in your mind as to whether or not you were arrested or charged with a criminal offense at some point in your life or whether an offense remains on your record, you should answer "Yes." You must list any and all criminal charges regardless of the date of offense and the disposition (to include dismissal, not guilty, *no/pros*, prayer for judgement, or any other disposition where you entered a plea of guilty). Include all offenses other than minor traffic offenses. Specifically include DWI, DUI, driving while under the influence of drugs, driving while license permanently revoked, speeding to elude arrest, or duty to stop in event of accident. **These offenses may not disqualify you but need to be stated for review.**

If you have any questions about the Criminal Justice Fellows application, please contact Mary Burton, Criminal Justice Fellows Program Manager at [cjfellows@ncdoj.gov](mailto:cjfellows@ncdoj.gov) or (919) 306-2597.