

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 to scan them into a PDF (**do not** just take photos of your documents). If emailing your application, please send the accompanying documents as attachments.

3. Submit your application and accompanying documents by **April 30th 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

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 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 or (919) 306-2597.

Criminal Justice Fellows Program Application

Please be sure to enter all required information when completing your application. Your application, transcripts, SAT and/or ACT scores, references, copy of your driver’s license/government issued ID, and AOC records checks from all counties you have resided in or may have been charged in (if 18+ years old) must be received by our office by **April 30th at 5:00 pm**. Any documents received this cutoff will not be processed. Upon receipt of your application, you will receive an email confirming receipt and providing additional information for the application process. Applications and accompanying documents may be submitted by email, fax, or mail. **Fields marked with an * are required.**

Personal Information

First Name *

Middle Name *

Last Name *

Date of Birth *

Phone Number *

Email Address *

Street Address *

State *

North Carolina

City *

Postal/Zip Code *

County of Residence *

Gender (Optional)

Race (Optional)

Have you registered with the Military Selective Service System? Yes No N/A

Current School (Optional/Applicable if you are in high school)

Indicate the semester and year you plan to begin college courses: Spring _____ Fall _____

North Carolina Community College You Plan to Attend * (See Appendix A for a list of NC Community Colleges)

Criminal Justice Profession(s) You Are Interested In * (See Appendix B for a list of eligible professions)

How did you hear about us? * College Fair Social Media DOJ Website A CJ Fellow CJ Agency Other

Acknowledgement

I am a U.S. citizen. *

Yes No

I am a legal resident of North Carolina. *

Yes No

I am a high school graduate, high school senior, or high school junior who is graduating early. *

Yes No

I understand that upon successful submission of my application I will receive a confirmation email from the Criminal Justice Fellows Program containing additional information about the remaining application requirements. *

Yes No

I understand that I am responsible for accessing and downloading the reference form from the North Carolina Department of Justice website and returning two (2) completed reference forms and/or written reference letters on official letterhead to the Criminal Justice Fellows Program with my application by April 30th at 5:00 pm. *

Yes No

I understand that if my SAT and/or ACT test scores are not listed on my transcript being sent to the Criminal Justice Fellows Program, I should have an official score report sent directly to the Criminal Justice Fellows Program and that only score reports dated within the last year will be accepted for this application. *

Yes No

I understand that the Criminal Justice Fellows Program is not responsible for misdirected or misguided mail including copies of transcripts, score reports, or reference documents. *

Yes No

I understand that Criminal Justice Fellows Program forgivable loan funds will only cover tuition, fees, and the cost of books at North Carolina community colleges up to the amounts prescribed in the Program Guide. *

Yes No

I understand that if I am offered a Criminal Justice Fellows award and am less than 18 years old, I will be required to obtain a surety who is willing to sign the promissory note with me. *

Yes No

I understand that if I accept a Criminal Justice Fellows award, I will be required to maintain continuous enrollment at my chosen North Carolina community college, maintain a minimum cumulative 2.0 GPA, maintain appropriate credit hours for each semester to graduate within two (2) years with an Applied Associate Degree in Criminal Justice or in a Committee-approved related field of study, and accept full-time employment in an eligible criminal justice profession for at least four out of five years following graduation. *

Yes No

Community Involvement

List extra-curricular activities in which you have participated, or any awards received while in high school. These may include, but are not limited to, clubs, organizations, athletics, band, etc. Please be as specific as possible. For example, list "JV Soccer" and "Varsity Soccer" as separate activities instead of simply listing "Soccer". Please do not list acronyms for groups or organizations. For example, please write "Fellowship of Christian Athletes" instead of simply listing "FCA".

When considering volunteer activities please follow these rules:

1. Single day volunteer activities should not be included, as no score will be given for these activities. For example, do not list "Relay for Life" if your involvement was limited to walking on the night of the event.
2. Do not include volunteer activities that you completed as a member of an organization or club you list as an activity. For example, do not list a canned food drive that you completed as a Key Club member.
3. Only include volunteer activities in which you participate regularly.
4. Include the organization or group with whom you completed the activity. For example, please write "tutoring elementary students at Green Acres School" instead of simply listing "tutoring".
5. If you assumed a leadership role within the volunteer activity, please be sure to include it.

Please indicate the number of years you have participated in the activity listed and any leadership roles you may have held. Please do not list employment (as the next section will cover that).

Activity

Time Frame

Employment History and Criminal Record

List all jobs, positions, appointments, or internships you have held, starting with your present or most recent job.

Employer

Job Title

Start Date

End Date

Hours Per Week

Employer Phone Number

Employer

Job Title

Start Date

End Date

Hours Per Week

Employer Phone Number

Employer

Job Title

Start Date

End Date

Hours Per Week

Employer Phone Number

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

If you answered “yes”, please list the details below including the date of the offense, type of offense, charging agency, and disposition. You may attach additional pages if necessary.

Essay

Please describe yourself and your future career goals in the criminal justice profession. What type of criminal justice position(s) are you interested in and for which agency/agencies would you like to work for? What has inspired you to engage in the pursuit of these goals? How would this program aid you in achieving these goals? Your essay must be between 250-500 words. *

Application Checklist

Please carefully review the information you have provided up to this point and confirm that the information is complete, truthful, and filled out the best of your ability. After you have reviewed this information, prepare the final components of this application including **at least two (2) references** and your **unofficial transcript**.

Your application will not be reviewed until all documents are received by the Criminal Justice Fellows Program. Please check off the corresponding boxes below after you have completed each requirement and collected the required documentation. Thank you for interest in the program and good luck!

- I have completed the Personal Information section of this application.
- I have completed the Acknowledgement section of this application.
- I have completed the Community Involvement section of this application.
- I have completed the Employment History and Criminal Record section of this application.
- I have completed the Essay section of this application.
- I have attached/submitted my unofficial transcript.
- I have attached/submitted my SAT and/or ACT scores.
- I have attached/submitted at least two (2) reference letters/forms to the program.
- I have attached a copy of my driver’s license or government issued ID.
- If I am 18+ years old, I have obtained and attached an AOC or equivalent agency criminal records background check from all counties I have resided in or may have been charged in.

Please initial below to certify that you have completed each of the items on this checklist. *

Internal Office Use Only

Application Received On

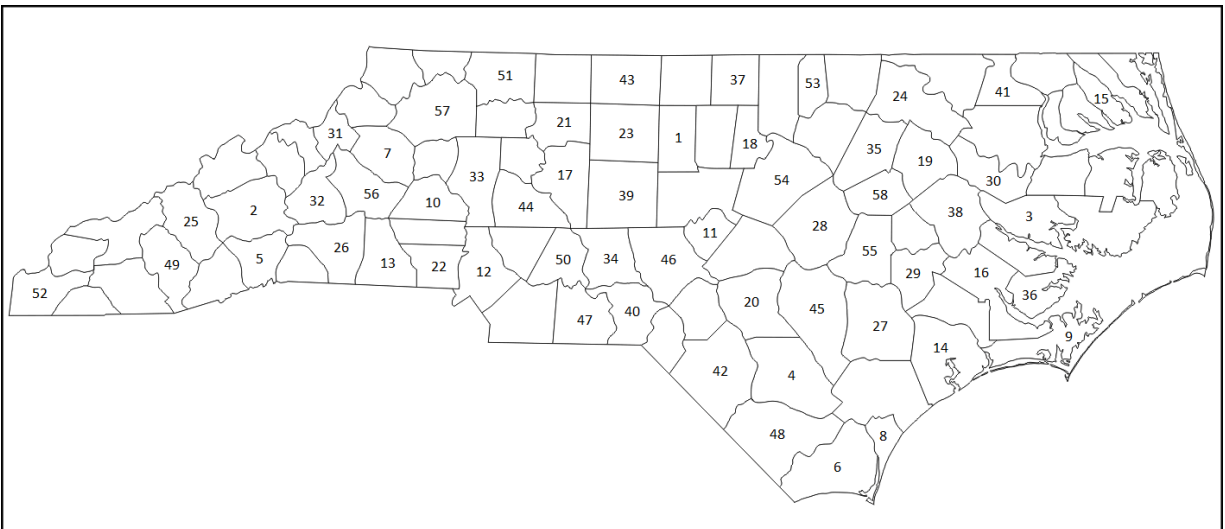
Transcript Received On

SAT and/or ACT Scores Received On

Reference Letters Received On

North Carolina Community Colleges

1. Alamance Community College
2. Asheville-Buncombe Technical Community College
3. Beaufort County Community College
4. Bladen Community College
5. Blue Ridge Community College
6. Brunswick Community College
7. Caldwell Community College
8. Cape Fear Community College
9. Carteret Community College
10. Catawba Valley Community College
11. Central Carolina Community College
12. Central Piedmont Community College
13. Cleveland Community College
14. Coastal Carolina Community College
15. College of the Albemarle
16. Craven Community College
17. Davidson-Davie Community College
18. Durham Technical Community College
19. Edgecombe Community College
20. Fayetteville Technical Community College
21. Forsyth Technical Community College
22. Gaston College
23. Guilford Technical Community College
24. Halifax Community College
25. Haywood Community College
26. Isothermal Community College
27. James Sprunt Community College
28. Johnson Community College
29. Lenoir Community College
30. Martin Community College
31. Mayland Community College
32. McDowell Technical Community College
33. Mitchell Community College
34. Montgomery Community College
35. Nash Community College
36. Pamlico Community College
37. Piedmont Community College
38. Pitt Community College
39. Randolph Community College
40. Richmond Community College
41. Roanoke-Chowan Community College
42. Robeson Community College
43. Rockingham Community College
44. Rowan-Cabarrus Community College
45. Sampson Community College
46. Sandhills Community College
47. South Piedmont Community College
48. Southeastern Community College
49. Southwestern Community College
50. Stanly Community College
51. Surry Community College
52. Tri-County Community College
53. Vance-County Community College
54. Wake Technical Community College
55. Wayne Community College
56. Western Piedmont Community College
57. Wilkes Community College
58. Wilson Technical Community College



Eligible Criminal Justice Professions

Fellows must obtain and maintain employment one of the following eligible criminal justice professions for four (4) years upon graduation to be eligible for loan forgiveness. This list is not exhaustive and simply represents broad examples of eligible professions. If you have any questions about whether a criminal justice profession that you are interested would fall under one of the listed eligible criminal justice professions, please email cjfellows@ncdoj.gov.

- State and local sworn law enforcement
 - State police officers, city/municipal police officers, metro police officers, highway patrol troopers, detectives, gang officers, K-9 officers
- State correctional officers
 - Prison correctional officers, prison housing unit managers, prison program directors, wardens
- State juvenile justice officers
- Other correctional officers maintained by local governments, and juvenile justice agencies
- Sworn Sheriffs and Deputy Sheriffs
 - Sheriffs, Deputy Sheriffs, bailiffs
- Detention officers
 - County detention officers/jailers
- Telecommunicators under the direct supervision of a law enforcement agency
 - Telecommunicators/dispatchers working for a police department or sheriff office

Criminal Justice Fellows Program Reference Form

Name	
Agency/Business/School	
Relation to Applicant	
Contact Information	

Please explain why you believe the applicant will be a good fit for the Criminal Justice Fellows Program. Describe any relevant considerable experiences you have had with the applicant that may give insight to the applicant's character. If so desired, you may provide the relevant information in an attached letter on official letterhead. Whether using this form or official letterhead, please include your contact information and sign and date the bottom of the document.

Signature: _____

Date:

Criminal Justice Fellows Program Reference Form

Name	
Agency/Business/School	
Relation to Applicant	
Contact Information	

Please explain why you believe the applicant will be a good fit for the Criminal Justice Fellows Program. Describe any relevant considerable experiences you have had with the applicant that may give insight to the applicant's character. If so desired, you may provide the relevant information in an attached letter on official letterhead. Whether using this form or official letterhead, please include your contact information and sign and date the bottom of the document.

Signature: _____

Date: