Initial Employment Forms

1. To create an initial employment form for a new employee, select "New Initial Employment Form" under the Employee Forms tab on the agency portal dashboard.

2. If they are brand new to Idaho law enforcement or you do not know their POST ID number input their first name, last name, and date of birth and select search. If you do know their POST ID #, input that, then select search.

3. The list will show any individual who match the search criteria and had been at one point employed by any of the different Idaho law enforcement agencies. If an individual has never been employed by an agency, they will not be listed and must create a POST ID. Select the blue box "Employee Not Listed" to open the new form.
    a. If your new employee has been employed by any Idaho law enforcement agency it will display their name. Verify that is the correct person and select their name in the dark gray box to create the initial employment form.
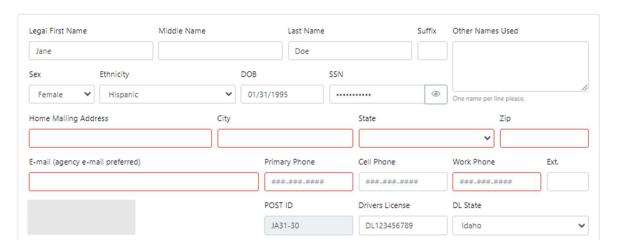
Initial Employment Form
This form must be completed and submitted within fifteen (15) days of employment or change in status.

1 Employee(s) Found
Please select from the employees below or choose "Employee Not Listed" to proceed to the Initial Employment Form with a new employee.

[Employee Not Listed]

Jane Doe

POST ID: JA31-30
Birth Date: 01/31/1995

4. The new employee form must have each box entered and accurate. Please review the application carefully before submittal.
   a. If the applicant does NOT have a middle name, please make a note in the comment section. POST will reject applications that do not clarify or list the middle name.
   b. Please use the agency email and phone number if they have been assigned. If not, submit the applicant personal email and phone number as this information may be updated in the future.
   c. The suffix must match the format on the birth certificate. (Example: Jr., 2nd, II)
   d. Please list the maiden name found on the birth certificate in the "Other Names Used" box. Nicknames are not required to be listed.

Legal First Name	Middle Name	Last Name	Suffix	Other Names Used
Jane		Doe		

Sex	Ethnicity	DOB	SSN	
Female	Hispanic	01/31/1995	•••••••••••	One name per line please.

Home Mailing Address	City	State	Zip

E-mail (agency e-mail preferred)	Primary Phone	Cell Phone	Work Phone	Ext.
	###-###-####	###-###-####	###-###-####	

	POST ID	Drivers License	DL State
	JA31-30	DL123456789	Idaho

5. Once the information is submitted, save the form, and submit to POST.
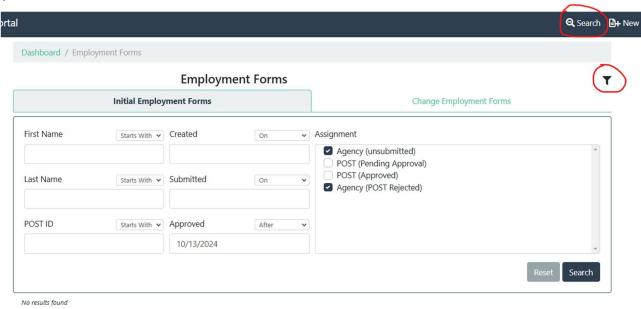
08/15/2024

6. If the form gets rejected, you can find them listed under the "Employment Forms" tab on the agency dashboard.

7. To view the forms, select the filters that match your intended search. If you cannot see your filters, select either icon circled in red.

For more POST Tutorials please see our website https://post.idaho.gov/tutorials/