

SUPPLEMENTAL APPLICATION FORM FOR POSITIONS WORKING WITH CHILDREN

An applicant for a position requiring working with children under the age of 18 must answer the following questions:

1. Have you ever been charged with or arrested for a crime involving a child?

Yes No

If yes, please provide a description of the disposition of the charge or arrest in the space below. At a minimum, state the date and location of the incident giving rise to the charge or arrest, the law enforcement agency that investigated, and the name and address of the court that adjudicated the charge or arrest, and the disposition of the charge or arrest.

2. Have you ever been charged with or arrested for a crime involving alcohol or drugs?

Yes No

If yes, please provide a description of the disposition of the charge or arrest in the space below. At a minimum, state the date and location of the incident giving rise to the charge or arrest, the law enforcement agency that investigated, and the name and address of the court that adjudicated the charge or arrest, and the disposition of the charge or arrest.

This is to advise that if you are accepted for employment the Air Force is required to request a State Criminal History Repository Check as a condition of your employment. You have a right to obtain a copy of the criminal history report and challenge the accuracy of any information contained in the report.

I declare under penalty of perjury that the foregoing is true and correct. I understand the penalty for perjury is a fine up to \$250,000 or imprisonment for up to 5 years, or both.

Signature: _____

Date: _____

CHILD AND YOUTH PROGRAM ASSISTANTS (CYPA)

1. Are you at least 18 years of age and hold a high school diploma?

- I have attached a copy of my high school diploma or GED.
- I currently don't have my diploma available; but attached is my notarized statement certifying that I have completed high school academic requirements.
- I have attached/provided proof of age/birth certificate, etc.

2. Do you have experience working in a group program for young children or for youth?

- 6 months or more working in a group program for children or youth, i.e., day care, preschool, kindergarten, or licensed family day care.
- 6 months or more working in a group program for youth, i.e., experience as a group leader counselor, or similar work in public and private program for youth/children such as summer camps, local playgrounds, boys and girls clubs, YWCA and YMCA clubs, Boy Scouts and Girl Scouts, urban community centers, or resort recreational activities.
- Did you document this experience in your resume or OF 612, i.e., specific time frame, your specific duties and responsibilities, description of age group that you worked with, information whether program is licensed or not?

3. Have you ever been in a DoD Child Development or School Age Program under the CY Pay Program Guidance?

- I have, personnel action reports (PAR), to document last grade and pay.
- I have Certification of Completed Training, which documents partial or full completion of Child/Youth Program Assistant Modules.

4. Do you have semester hours (or equivalent quarter hours) above high school in child care or a related field and do you have official transcript to submit for documentation?

- 15 semester hours in child care or a related field.
- Completion of a secondary vocational program in child care
- 30 semester hours (at least 15 in child development, early childhood, or directly related field).
- Associate of Arts Degree in early childhood education.
- Current Child Development Associate credential.
- BS or BA degree in early childhood education, child development or a related field.

I understand that it is my responsibility to provide documentation or proof that I meet the applicable education provisions described on the current Standard Position Guide. An official transcript; statement from the institution's registrar, dean, or other appropriate official; or equivalent documentation is acceptable.

Retroactive action is not authorized when documentation is presented at a later date.

Signature: _____ Date: _____

ACKNOWLEDGEMENT OF RIGHTS AND CONSENT TO RELEASE RECORDS

AUTHORITY

42 U.S.C. 13041 and 10 U.S.C. 8013

PRINCIPAL PURPOSE

To comply with Public Law 101-647, Section 231, and DoDI 1402.5, Criminal History Background Checks on Individuals in Childcare Services.

DISCLOSURE

Mandatory. In the case of an applicant for employment in a position involved with children under the age of 18, refusal to sign this form shall result in the employer's refusal to consider the application for employment. In the case of an incumbent of a position involved with children under the age of 18, refusal to sign this form shall result in removal from such position.

EMPLOYEE ACKNOWLEDGEMENT

1. I have been advised and understand that the United States Air Force, as a Federal employer, has an obligation to require a record check as a condition of my employment in a position involved with children under the age of 18. I have been further advised that I have a right to obtain a copy of any criminal history report made available to such employer or potential employer and to challenge the accuracy and completeness of any information included in such report.
2. I understand that the record check may include the following:
 - a. A State Criminal History Repository Check in the state where I currently reside and in states where I have formerly resided in the past 7 years. Along with a Dru Sjodin National Offender Search.
 - b. An Installation Records Check at all installations I have identified as residences during the preceding 2 years. This records check will include, as a minimum, inquiries of the Security Police, Medical Treatment Facility, the Family Housing Office, the Military Equal Opportunity Office, and the Family Advocacy Office.
 - c. A National Agency Check with inquiries, including a Federal Bureau of Investigation fingerprint check.
3. I hereby authorize any Federal, State, or local agency or office to release any record relating to me that is necessary to complete the record checks as described above.

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

REFERENCES FOR APPLICANTS WORKING WITH CHILDREN

Provide at least two previous employers and two personal references.

Name: _____

Address: _____

Phone: _____ E-Mail: _____

Name: _____

Address: _____

Phone: _____ E-Mail: _____

Name: _____

Address: _____

Phone: _____ E-Mail: _____

Name: _____

Address: _____

Phone: _____ E-Mail: _____