

PRESENTING YOUR QUALIFICATIONS FOR THE CHILD AND YOUTH PROGRAM ASSISTANT POSITION

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

- I have provided my high school diploma
- I currently don't have my diploma available, but I will obtain proof of high school diploma (or equivalent) prior to appointment.

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

- 6 months or more working in a group program for young children (i.e., day care, preschool, kindergarten, or licensed family day care) or youth (experience as a group leader, counselor, or similar work in public and private program for youth/children such as summer camps, boys and girls clubs, YWCA and YMCA clubs, Boy Scouts and Girl Scouts, urban community centers, or resort recreational activities)
- I have documented this experience in my nafjobs.org application or resume; i.e., specific time frame, specific duties and responsibilities, description of age group that I worked with, information whether program is licensed or not.

3. Have you ever been in the AF Child Development or Youth Program under the CY (previously CC) Pay Program Guidance?

- I have AF Form 2545, personnel action, to document last grade and pay
- I have AF Form 1098, Special Task Certification and Recurring Training, to document partial or full completion of AF Training 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 early childhood education, youth development, or related field
- 30 s.h. (at least 15 s.h. in early childhood education, youth development, or related field)
- Associate Degree in early childhood education, youth development, or related field
- Current Child Development Associate or Youth Development credential
- BS or BA degree in early childhood education, youth development, or 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

NAF APPLICATION CONTINUATION FORM

1. Applicants for positions that require working with children under the age of 18 must complete the following:

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

_____ YES _____ NO

B. If your answer is "yes", provide a description of the disposition of the arrest or charge:

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

_____ YES _____ NO

D. If your answer is "yes", provide a description of the disposition of the arrest or charge:

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

2. You are signing this application under penalty of perjury. The penalty for perjury is a \$2,000 fine, or 5 years in jail, or both.

Signature

Date

ACKNOWLEDGMENT OF RIGHTS AND CONSENT TO RELEASE RECORDS

AUTHORITY: 42 U.S.C. 13041 and 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 Child Care 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 ACKNOWLEDGMENT:

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 will include the following:
 - a. A State Criminal History Repository Check in the state where I currently reside and in states where I have formally resided;
 - b. An Installation Records Check at all installations I have identified as residences during the preceding two years. This records check will include, at a minimum, a file check of Security Forces Management Information System (SFMIS), which affords global background investigative data for all Air Force installations; Family Advocacy's Air Force Central Registry, which includes all drug and alcohol program files, medical treatment facility files, mental health, and life skills files; Family Housing files; and any other record checks as appropriate to the extent permitted by law; and
 - c. A National Agency Check with Inquiries, including a Federal Bureau of Investigation fingerprint check.
 - d. A name check of the Dru Sjodin National Sex Offender Registry.
3. I hereby authorize any Federal, state, or local agency or office to release any record relating to me which is necessary to complete the record checks described above.

PRINTED NAME: _____

SIGNATURE: _____ DATE: _____