

Application Continuation Packet for:
Child Day Care Program Assistant Positions

Application Checklist

Mark when completed:	x
1. OF612 and OF306 (Application Packet)	
2. Attached Forms (all forms that are included with this packet).	
3. High School Diploma (If you do not have your High School diploma you may request a duplicate from the High School you graduated from or your High School official transcripts)	
4. Official College Transcripts (if applicable)	
5. Spouse or Vet Preference Documents (if applicable)	

APPLICATION INSTRUCTIONS

The list of all Non-Appropriated Fund (NAF) positions for which the Human Resource Office (HRO) recruits and for which you may apply is located on the HRO bulletin board. This list does not necessarily indicate an actual opening. One application is required for EACH position you wish to apply for. Photocopies of the application are acceptable. Original signatures and dates are required on the photocopies. Make sure all blocks are complete (blocks that do not apply, mark N/A). Please account for all periods of time after leaving high school, for example, unemployment, college, previous employment, self-employment, etc. Attach additional sheets if necessary. Applications are accepted in our office Monday through Friday between the hours of 7:30 am and 4:30 pm. We also accept applications which are mailed to our office (at the address below) or faxed (707-424-2422). If you have any questions please call us at 707-424-4749 or DSN: 837-4749.

****Applications must have original signature and be submitted by the closing date of the announcement (if Merit Promotion applies). It is the responsibility of the applicant to insure that all documents required are completely filled out and included with the application. Incomplete applications will not be accepted.**

Your application(s) will remain on file for 90 days. The application(s) may be extended for an additional 90-day period if you call the HRO prior to the 90-day expiration date and request that your application is kept on file an additional 90 days. At the end of the 90 days, the application(s) are destroyed. Please note that non-selection letters are NOT sent to applicants.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!!!
 For additional information, please contact the NAF Human Resources Office
 510 Airlift Dr. BLDG 380B, Travis AFB, CA 94535
 707-424-4749