

## Employee Requirements and Application Process (Child Day Care and Youth Activities Center)

Please read the following requirements before turning in your application:

1. Prior to being hired as an employee of any of the three Child Development Centers or the Youth Activities Centers, you must complete the following:
  - a. Application (OF 612, OF 306, NAF Application Continuation Form, and Acknowledgement of Rights and Consent to Release Records.
  - b. Installations Records Check (IRC) at Travis AFB and any bases where you and/or your sponsor have been stationed in the past two years. IRC's may take 30-45 days to complete.
2. Once you have submitted your application, you may be asked to begin the other steps in no particular order. Before you are officially selected for employment, you must complete all of the above.
3. Once you have been in-processed you will be required to complete the following;
  - a. A physical exam within 60 days of being appointed – (not turning in your physical within the allotted time may result in termination).
  - b. Application for a National Agency Check (NAC) and State Criminal History Records Check (SCHRC).
4. The Human Resources Office may contact you anytime within 90 days of your selection to obtain information for the Installation Records Checks. The supervisor of one or more centers may contact you for an interview. This is all part of the pre-hiring phase and you are not considered to be selected for a position until the Human Resources Office calls and tells you that you have been selected, asks you if you accept, and schedules you for in-processing.

If you have any questions, you may ask a HRO staff member by calling 424-4749.

Printed Name:

Date Signed:

Signature: