

## **PERSONS APPLYING FOR CHILD/YOUTH-RELATED POSITIONS**

PLEASE INCLUDE THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION PACKAGE:

- 1. A COPY OF YOUR DRIVING RECORD. (Youth Center Applicants ONLY).** These are available at the Altus Tag Office for persons holding Oklahoma Licenses. The Tag Office is located at 510 E. Broadway, and the fee is \$10. All other persons should contact the DMV of the state from which your license was issued.
- 2. PROOF OF EDUCATION.** Please include a copy of your high school diploma or college transcripts, if applicable.
- 3. A COPY OF YOUR BIRTH CERTIFICATE.**
- 4. IN ADDITION TO THE ABOVE.** Please be sure that previous work history listings are accurate. Supervisor names, phone numbers, and addresses must be completely filled out. In cases when persons have only one or no previous work experience, the place of business is no longer in existence, or the job took place more than 10 years ago, personal references may be substituted. These persons cannot be related to you and should be able to give a truthful and accurate character reference. Please include complete names, addresses, and phone numbers.

If any of the above mentioned information is missing from your package, your application will be returned to you unprocessed. You may resubmit only after all pertinent information is completed.

HRO STAFF

# ACKNOWLEDGEMENT OF RIGHTS AND CONSENT TO RELEASE RECORDS

*Appendix B*

## 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.
  - 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: \_\_\_\_\_

# SUPPLEMENTAL APPLICATION FORM FOR POSITIONS WORKING WITH CHILDREN

## Appendix B

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: \_\_\_\_\_

## Continuation Page for Motor Vehicle Operators Who Transport Youth

- A. Have you ever been charged with driving under the influence of alcohol or controlled substance? If your answer is yes then please explain, i.e. Date, Location, Law Enforcement Agency, Name and Address of Court which adjudicated the charge, and the disposition of the charge.
- B. Have you ever refused a law enforcement official's request to submit to a test, i.e. B.A.T. Breathalyzer or urinalysis, related to the official's suspicion that you were driving under the influence of alcohol or controlled substance? If your answer is yes then please explain, i.e. Date, Location, Law Enforcement Agency, Name and Address of Court which adjudicated any charge resulting from the refusal, and the disposition of any charge which resulted from the refusal.
- C. During the past 10 years, have you been involved in a traffic accident for which you were found to be at fault? If your answer is yes then please explain, i.e. Date, Location, Law Enforcement Agency, Name and Address of Court which adjudicated any charge resulting from the accident, and the disposition of any charge which resulted from the accident.
- D. During the past 5 years, have you been cited for any moving traffic violations? If your answer is yes then please explain, ie. Date, Location, Law Enforcement Agency, Name and Address of Court which adjudicated any charge resulting from the citation, and the disposition of any charge which resulted from the citation.

I declare under penalty of perjury that the foregoing is true and correct. I understand the penalty for perjury is a fine of up to \$250,000 or imprisonment for up to 5 years or both. A check of my driving record is required as a condition of employment. I am responsible for obtaining a copy of my driving record at my own expense.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Selecting Official: I have reviewed this applicant's driving record and there is no disqualifying information.**

**Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_