

JOB APPLICATION

Child and Youth Program Assistant (Entry Level) CY-01/02

[illegible]

Phone * (at least one is required)

* Required

Day

Evening

Mobile

DSN

Country of Citizenship *

Email Address * (e.g., my_email@domain.com)

Date of Birth * (mm/dd)

Last 4 Digits of SSN *

Eligibilities

* Required

1. Are you the spouse of a current or former United States (U.S.) service member, including those who are on active duty, retired, disabled, or deceased due to military service?If responding "Yes", please upload one of the following to support your claim:Your spouse's Permanent Change of Station (PCS) orders that include your nameDocuments showing your spouse died while on active dutyDocuments showing your spouse was discharged due to death or disabilityIf needed, additional documents (e.g., proof of marriage) may be requested to support your eligibility. For more details about who gets initial consideration in the hiring process, please refer to our Applicant Information Kit at: https://publicfileshare.chra.army.mil/Applicants/NAF_Applicant_Information_Kit.pdf *
- ☐ Yes

☐ No
2. In the past year, were you:Involuntarily separated from the military, orThe spouse, unmarried child (under 23 years old), or the parent of someone who was involuntarily separated from the military?If responding "Yes", please upload a copy of the DD 214 (Member 4 copy). If If needed, additional documentation (e.g., documentation from Transition Assistance) may be requested to support your eligibility. For more details about who gets initial consideration in the hiring process, please refer to our Applicant Information Kit at: https://publicfileshare.chra.army.mil/Applicants/NAF_Applicant_Information_Kit.pdf *
- ☐ Yes

☐ No
3. Are you a Department of Defense (DoD) Nonappropriated Fund (NAF) employee separated by a business-based action within the last year? If responding "Yes", please upload a copy of the DA Form 3434 or notice of separation due to business based action. If needed, additional documentation may be requested to support your eligibility. For more details about this or other Priority Considerations, please refer to our Applicant Information Kit at: https://publicfileshare.chra.army.mil/Applicants/NAF_Applicant_Information_Kit.pdf *
- ☐ Yes

☐ No
4. Are you one of the following:A former Defense (DoD) Nonappropriated Funds (NAF) employee, orA current DoD NAF employee, orA current DoD Appropriated Funds (APF) employee in a continuing position with at least one year of DoD APF service?If responding "Yes", please provide supporting documentation such as a personnel action or performance appraisal or individual development plan (IDP) or certificates of training or promotion or detailed information on your resume to support your eligibility. Resume information should ideally include position title, installation/duty station location, along with additional details such as the activity/program name or pay plan or occupational series or grade, etc. For more details about this or other priority considerations, please refer to our Applicant Information Kit at: https://publicfileshare.chra.army.mil/Applicants/NAF_Applicant_Information_Kit.pdf *
- ☐ Yes

☐ No
5. Are you one of the following:A veteran (as defined in the 5 United States Code (U.S.C.) 2108 (3)-(4), orThe spouse or unremarried widow/widower of a veteran with a service-connected disability if the veteran (a) has been unable to qualify for any appointment in the civil service or in the government of the District of Columbia (D.C.), or (b) was

killed in action, orThe parent of a service-connected permanently and totally disabled veteran and (a) your spouse is totally and permanently disabled or (b) you are unmarried (or, if married, legally separated), or (c) the veteran was killed in action?If responding "Yes", you will need to provide proof (i.e., the service member's DD 214, an official statement dated 1991 or later, or the DD 1300 (Report of Casualty) to support your eligibility. For more details on this or other priority considerations, please refer to our Applicant Information Kit at: https://publicfileshare.chra.army.mil/Applicants/NAF_Applicant_Information_Kit.pdf *

- ☐ Yes
- ☐ No

Preferences

* Required

1. Select the location(s) you want to be considered for. You must choose at least one location. *

- ☐ Fort Shafter, Hawaii United States
- ☐ Honolulu, Hawaii United States
- ☐ Schofield Barracks, Hawaii United States
- ☐ Wahiawa, Hawaii United States

References

* Required

1. In the space below, list two individuals NOT related to you and who can provide insight into your experience, qualifications, and character as they relate to this position. For each reference, please include their full name, occupation, and the best contact information where they can be reached. Suggested contact details may include one or more of the following: telephone number(s), email address(es), mailing address, etc. *

Regular and Recurring Contact with Children

* Required

Background Investigation Notice and Applicant Declaration All job offers are contingent upon a favorable background investigation. If the job involves managing money/handling cash, you may need to pass a credit check or meet other financial screening requirements. The information you provide will be verified through Federal Bureau of Investigation (FBI) fingerprint checks, police records, and previous employers. If you are applying for a position which is designated as having regular and recurring contact with children, additional background checks are required to include State Criminal History Repository Checks. In accordance with Public Law 101-647, Section 231; DoD 1402.5, Para e7.4.1; and Army Directive 2014-23, Enclosure 3, Paragraphs 1 and 4(f), you must answer the two questions following this instruction. If you respond "Yes" to either question, please provide details about the case and its outcome in the textbox at the end of this section. By submitting this application, you acknowledge:You have been informed of the employers obligation to conduct a record check as a condition of employment.You have the right to request a copy of the criminal history report and to challenge any inaccurate or

incomplete information. You also declare, under penalty of perjury, that all information provided in this application and any supporting documents is true, correct and complete to the best of your knowledge. Providing false or misleading information may result in disqualification or removal from employment. *

1. Have you ever been arrested for or charged with a crime involving a child? If you respond "Yes", please provide a description in the textbox at the end of this section. *

☐ Yes

☐ No

2. Have you ever been asked to resign because of or been decertified for a sexual offense? If you respond "Yes", please provide a description in the textbox at the end of this section. *

☐ Yes

☐ No

3. If you responded "Yes" to either of the above questions, please use the text box below to provide details about the case disposition(s). If you responded "No" to both of the questions, please type "Not Applicable" or "N/A". *

NAF APF or Military Retirement or Service

* Required

Please read the following questions pertaining to Nonappropriated Funds (NAF), Appropriated Funds (APF) or the military retirement or service carefully and respond with "Yes" or "No". If responding "Yes", please use the narrative text box to provide details. Note: If you are retiring from the military, you may need special approval to be hired into a Department of Defense (DoD) position within 180 days of your retirement date. This rule follows DoD policy (specifically, DoD Instruction (DoDI) 1402.01) and a waiver is generally required prior to hire. *

1. Are you an enlisted military service member applying for off-duty employment? If responding "Yes", a copy of your military commander's permission to work off duty will be required prior to an offer of employment. *

☐ Yes

☐ No

2. Are you a current or prior active-duty military member that is retiring or has been retired from active duty for less than 180 days? *

☐ Yes

☐ No

3. Do you receive, or have you applied for, one of the following: Retirement pay, pension or other compensation based on military, Appropriated Funds (APF) or Nonappropriated Funds (NAF) service, or Voluntary Separation Incentive Pay (VSIP)? *

☐ Yes

☐ No

4. If you responded "Yes" to one of the questions above around retirement from NAF, APF, or military service, please provide additional details in the text box below. If you responded "No", you may enter "Not Applicable" or "N/A". *

Non-US National (Tier 1 Investigations or Higher)

* Required

Before You Answer: This question is intended only for non-U.S. nationals. A non-U.S. national is someone who does not have United States (U.S.) citizenship or U.S. nationality. Non-U.S. nationals include foreign nationals living legally in the U.S. with green cards (lawful permanent residents) work visas (H-1B, L-1, O-1), student visas, (e.g., F-1, J-1), those with refugee or asylum status, etc. A U.S. territory refers to locations such as Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa and the Northern Mariana Islands. Foreign overseas military bases are not considered U.S. territories. Please read the following question and response options carefully. We're asking whether you have lived continuously in the United States or a U.S. territory for the entire 3 years immediately before your expected employment start date. This means no extended time spent outside the U.S. or its territories during that period. If you are a U.S. citizen or U.S. national: Please select Option C "I am a U.S. citizen or a U.S. national, therefore this question is not applicable to me." *

1. Are you a non-U.S. national (i.e., someone who isn't a U.S. citizen or who doesn't have U.S. nationality) who has continuously lived in the U.S. or a U.S. territory for the entire 3 years immediately before your expected start date?

Note: Overseas military installations are not considered U.S. territories. *

- ☐ I am a non-U.S. national but I have not lived in the U.S. or a U.S. territory for the entire 3 years immediately preceding the employment start date.
- ☐ I am a non-U.S. national and I have lived in the U.S. or a U.S. territory for the entire 3 years immediately preceding the employment start date.
- ☐ I am a U.S. citizen or a U.S. national, therefore this question is not applicable to me.

Area of Consideration

* Required

1. Do you live within the local commuting area? (Spouse Employment Preference (SEP), with a reporting date in the next 30 days, and Involuntarily Separated Military Preference (ISMP) eligible candidates are included in the area of consideration.) Commuting area means: ON THE ISLAND OF OAHU, HI. Note: If you are a Military Spouse with a report date within 30 days, please response to this question 'Yes'. PCS Orders must be submitted to verify Military Spouse Preference. *

- ☐ Yes
- ☐ No

Assessment 1

* Required

Thank you for your interest in a Child and Youth Program Assistant (Entry/Skill/Target Levels) position with the Nonappropriated Funds Instrumentalities. Please respond to the questions below. *

1. Can you communicate effectively in English, both orally and in writing? *

- ☐ A. Yes

☐ B. No

2. Do you have a high school diploma, General Equivalency Degree/Diploma (GED), or equivalent? *

☐ A. Yes

☐ B. No

3. Will you be at least 18 years of age at the time of appointment? (Note: Projected date of appointment can be a few weeks or upwards of 90 days from the date of application.) *

☐ A. Yes

☐ B. No

4. Do you possess BOTH a minimum of six (6) months experience working in a group program with children/youth PLUS either the completion of Entry Level Department of War (DoW) standardized training course, OR equivalent industry training, OR six (6) semester hours of college credit in following education categories: early childhood, elementary or secondary education, child development, youth development, or special education? (General psychology/sociology course work is not qualifying) *

☐ A. Yes

☐ B. No

5. Do you possess BOTH a minimum of six (6) months experience working in a group program with children/youth PLUS either the completion of Entry Level DoW standardized training course, OR equivalent industry training, OR six (6) semester hours of college credit in following education categories: early childhood, elementary or secondary education, child development, youth development, or special education? (General psychology/sociology course work is not qualifying) *

☐ A. Yes

☐ B. No

6. Do you possess BOTH at least 12 months experience working in group programs with children/youth as well as demonstrated knowledge in theories and principals of child/youth development PLUS either Completion of Skill Level DoW standardized training courses; OR at least 12 semester hours of college credit in early childhood, elementary or secondary education; child and youth development, special education, Human Development, Youth Program Administration, Recreation (children and youth), Physical Education or directly related behavioral sciences (developmental psychology, child psychology/sociology for the family. (General psychology/sociology course work is not qualifying). *

☐ A. Yes

☐ B. No

7. Do you have the physical ability to lift and carry up to 40 pounds? *

☐ A. Yes

☐ B. No

8. Do you have the physical ability to walk, bend, stoop and stand on a routine basis? *

☐ A. Yes

☐ B. No

9. Can you work irregular hours, evenings and/or weekends? *

☐ A. Yes

☐ B. No

10. Can you perform duties that involve working in an indoor and outdoor environment? *

☐ A. Yes

☐ B. No

11. Your responses to the Eligibility Assessment and Occupational Questionnaire, along with your resume and all supporting documentation are subject to evaluation and verification to ensure accuracy. Please take this opportunity to review your responses to ensure their accuracy. *

☐ A. Yes, I verify that all of my responses to this questionnaire are true and accurate. I accept that if my supporting

documentation and/or later steps in the selection process do not support one or more of my responses to the questionnaire that my application may be rated lower and/or I may be removed from further consideration.

☐ B. No, I do not accept this agreement and/or I no longer wish to be considered for this position.

DOCUMENTS

* Required

Select the supporting documents you wish to include in your application. (Choose all that apply)

The following is a list of supporting documents accepted for this position. You may include one or more documents for each document type.

Please note that while you may submit an application without submitting all **required** documents, failure to submit **required** documents may adversely affect your consideration for this position.

Accepted Documents

- | | |
|---|---|
| ☐ Cover Letter | ☐ Transcript |
| ☐ DD-214/ Statement of Service | ☐ Disability Letter (VA) |
| ☐ Other (1) * | ☐ Other (3) |
| ☐ Other (2) | ☐ PCS Orders |
| ☐ Resume * | ☐ Proof of Marriage Status |

VERIFY

I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

Applicant Signature