



FLEET & FAMILY READINESS NAVY REGION JAPAN

CHILD & YOUTH PROGRAMS ELIGIBILITY PACKET

We're excited you are interested in supporting Child & Youth Programs (CYP)! To apply for **any CYP position**, this packet must be completed in its entirety and submitted **along with your application** and/or other materials. (See the *NAF Employment Application Instructions* for more details.) A CYP position is any position located at our Child Development Centers (CDCs), Child Development Homes, School Age Care facilities, Teen Centers, Youth Sports offices, or similar programs.

All information requested herein is for official purposes. If offered a position, you may also be asked to complete additional background-related processing such as government form SF-85, fingerprinting, and/or drug testing before being hired.

The required documents contained in this packet are listed below:

1. Basic Criminal History and Statement of Admission
2. Authority for Release of Information and Records
3. List of References
 - a. A full postal address for each reference is required.
 - b. References need not be local, although this may speed processing times. Please provide a PSC address where applicable.
 - c. References must not be managers or supervisors of the position being applied for.
 - d. This list of references is used separately from the references in the *Application for NAF Employment*; it is used as part of an Installation Records Check (IRC).
4. State Criminal History Repository Check Questionnaire

In addition to the forms above, the following **must be attached** to complete this packet:

High School or College diploma, certificate, equivalency, and/or transcripts.

Please submit your completed packet and application paperwork to the CFAS MWR NAF Human Resources Office.

Please contact the CNRJ Regional NAF HR office if you have further questions. Thank you!