

Application Documents Checklist

Put a check in the box to the left for each document you are submitting with your application Package.

	Preference Sheet
	eQip - Electronic Security Questionnaire (Required) <i>* Please read all directions carefully and submit form completed.</i>
	Signature forms from eQip. (Required) <i>* Please sign, date and fill in all requested information.</i>
	Form OF-306 Declaration of Federal Employment (Required) <i>* Please sign on line labeled "Applicant".</i>
	Form OF-612 Application for Federal Employment and/or Resume (Required)
	Form DOJ 555 Disclosure and Authorization Pertaining to Consumer Reports (Required)
	Form I-9 Employment Eligibility Verification (Required) <i>* Please provide a copy of your birth certificate along with a photo ID, or a copy of a Passport.</i>
	Form SF-181 Race and National Origin Identification (Required)
	Form SF-256 Self-Identification of Handicap (Required)
	Dual Citizenship Form (if applicable)
	Loyalty Statement/Foreign Born Associates Statement (if applicable)
	Form OFI-36 Additional Data for Single Scope Background Investigations (If Applicable)
	Certification for Non-Sensitive Positions (Required)
	Verification of Student Enrollment Form (Required) <i>*Required to have signed by school.</i>
	Volunteer Agreement Form (Required) <i>*Required to have signed by school.</i>
	Fingerprint Cards (Required) <i>* Please have fingerprints taken by an official.</i>