

## Norfolk State University Preschool Academy

### Employment/Involvement Application and Directions for Placement by OCESS

To become involved/observe: Students will need to complete the following:

1. Complete/type the application form below.
2. Complete/type the "VA Sworn Disclosure Form for Child Care Centers" uploaded on OCESS Site
3. Add copy of an updated T.B. Screening that will not expire within the semester of the observation/involvement.
4. Complete Background Check through OCESS where forms are available for this task.
5. If placed, bring school ID (copy will at Academy for your file). It must be on student's person at all time.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Present Address:

\_\_\_\_\_

Number/Street

City

State/Zip Code

Former Address:

\_\_\_\_\_

Number/Street

City

State/Zip Code

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Other Contact Number: \_\_\_\_\_

Student I.D. Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

In case of an emergency notify:

\_\_\_\_\_

Name

Address

Telephone Number

Education: Major/work experience

\_\_\_\_\_

Position in NSU preschool Academy (If Applicable): \_\_\_\_\_

Expected date of employment/involvement: \_\_\_\_\_