DoDEA Pacific EOD Packet

Name: _____ **Phone**: _____ **Date**: _____

SSN: _____ **DOB**: _____ **School**: _____

EMAIL of Applicant: _____

The following forms must be scanned and e-mailed to HR **for a full review and before an official job offer can be made.** .

EOD Package:

- ☐ OF-306 Declaration of Federal Employment (Sign/date only 17a)
- ☐ SF-144 Statement of Prior Federal Service
- ☐ Pre-Employment Questionnaire
- ☐ SF-181 Race and National Origin
- ☐ SF-256 Self-Identification of Handicap
- ☐ Pre-Appt. Certificate Statement For Selective Service
- ☐ Military Reserve or Guard Status Code (if applicable)
- ☐ Retired Military Data (if applicable)
- ☐ Criminal History Background Check Release/Consent Form
- ☐ Cleared Installation Records Check (IRC)
- ☐ EQIP signature pages (2 forms)
- ☐ Emergency Contact Information **(**DD Form 93**)**
- ☐ College Transcripts if claiming education on resume
- ☐ Any prior SF-50's or NAF/MWR personnel actions
- ☐ Member 4 Copy of DD214 (if applicable)
- ☐ Signed SF-52 (for future use if employee can't come in and sign)
- ☐ Letter of Employment Request form

Payroll Package:

- ☐ Address Change Form
- ☐ W-4 Tax Form
- ☐ State Tax Form
- ☐ SF-1199A Direct Deposit Form

ORDERS MUST BE SENT IN WITH ALL Paperwork - Include dependent entry approval if applicable

- **To include extension orders if applicable (this is needed for the NTE date)**

After completion please take this completed package to the school secretary who was included on your email message from our HR office. He or she will scan the package to the HR office for review.

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Secretary's Signature and Date

Secretary's signature certifies forms have been reviewed and the packet is complete.