**Louis A Johnson VAMC** **WOC Application Checklist**

**APPLICANT CHECKLIST: This list will help you submit all the documents required to become a Without Compensation Employee (WOC). We recommend that you print a copy of this checklist for reference while completing your application packet. Be sure to read and follow the instructions carefully.**

***Be advised All documentation is required to be completed before your WOC Applicant***

***Packet will be initiated through Human Resources.***

**Check upon completion of each requirement below:**

\_\_\_ Document of Understanding

\_\_\_ Student Placement & Fingerprint form

\_\_\_ Infection Control signature page

\_\_\_ Law Enforcement Safety Brief

\_\_\_ TMS Certificates

\_\_\_ BLS/ACLS Certification Form

\_\_\_ Random Drug Testing Form

\_\_\_ Application for Health Professions Trainees (VA Form 10-2850D)

\_\_\_ Declaration of Federal Employment (VA Form OF-306)

\_\_\_ Employment Eligibility Verification (I-9 Form)

\_\_\_ Appointment Affidavits (VA Form SF-61)

 ***DO NOT SIGN: Until you are instructed to sign while in the presence of a VA***

All of the above forms should be completed electronically & returned to the following email address:

VHACLAALLIEDHEALTHSTUDENTS@va.gov