



**DEPARTMENT OF VETERANS AFFAIRS**  
**Palo Alto Health Care System**  
Psychology Service (116B)  
3801 Miranda Ave.  
Palo Alto, CA 94304

April 2016

Dear Practicum Student,

Welcome to VA Palo Alto Health Care System (VAPAHCS). Attached to this letter, please find a checklist and instructions for the forms and documents required by VA Palo Alto Health Care System, Human Resources Management Service (HRMS) for your Federal Employment, WOC Practicum Student appointment in Psychology Service. The checklist provides information on how to fill out each form. Please keep in mind the following checklist as you complete the required forms:

1. All forms must be written or typed in **Black Ink**. You can print all forms to fill them out. Some, but not all of the forms, can also be completed electronically and then printed for your signature and mailing.
2. Do not leave any item blank.
3. Mark any item that does not apply to you "N/A" or Not Applicable.
4. Please enclose an updated vita and/or resume.
5. Remember to sign and date each form requiring your signature.
6. Provide copies of the 2 original IDs you will be required to present to Human Resources when you arrive on the first day of practicum orientation. Refer to the acceptable documents lists on Page 9 of the I-9, Employment Eligibility Form. The names on both forms of ID proofing must match exactly. If one form of ID has a middle name or initial, the other form of ID must have a matching middle name or initial. One form can contain a middle name or initial, the other form of ID must have a matching middle name or initial. One form can contain a middle name and the other can have a middle initial as long as they match. One of the two IDs for verification needs to be a Federal or State Government issued picture ID.
7. You must complete the Mandatory Training for Trainees (MTT). Refer to the TMS registration instructions on the website to complete the mandatory training and print the Certificate of Completion for this training. **Please note: Take your training 1 week before your start date at the VA. Once done please email [Guadalupe.Carrillo@va.gov](mailto:Guadalupe.Carrillo@va.gov).**
8. Please enclose your health forms in a separate sealed envelope and mark the envelope for "Employee Health". This is to protect your privacy. The two health forms are the "Employee Health Occupational Health Supplemental History" and "Report of Medical History" (SF 93) form.
9. Make a copy for your records of all the completed forms and certificates prior to mailing the originals back.
10. **Please mail all the original forms in one packet to Guadalupe Carrillo, Practicum Program Support Assistant, Psychology Service, not later than (see dates below):**

**If your appointment begins on June 27, 2016, please submit ALL forms by April 22, 2016.**

**If your appointment begins on August 8, 2016, please submit ALL forms by May 6, 2016.**

After you have submitted all forms to Guadalupe Carrillo, Practicum Program Support Assistant, a Human Resources Specialist will contact you to schedule the TB test and the fingerprinting, and to provide you with further instructions on the completion and access to the electronic Standard Form SF 85 (E-QIP). You may also discuss with HR the possibility of having a TB test done free of charge at a VA

closest to you. You may also choose to have the TB test done by a private physician that may be covered fully or in part by your current health insurance, but the VA does not reimburse the cost of this test conducted by a private physician. If you choose to have your TB test done by a private physician, HR can send you the specific paperwork that the physician will need to complete. If you have had a TB test within the last 6 months, you can bring in written documentation from your physician stating the date and results of your most current TB test. This must be done before you will be allowed to start your Practicum assignment at the VA Palo Alto Health Care System. Please note, it will take time to complete a TB test, fingerprinting, and the electronic form SF 85 (E-QIP).

**Again, in order to schedule the TB test and fingerprinting, and to receive access to the electronic Standard Form SF 85 (E-QIP), you must complete all the forms listed on the attached checklist and return them to Ms. Lupe Carrillo, in Psychology Service no later than (see dates below):**

**If your appointment begins on June 27, 2016, please submit ALL forms by April 22, 2016.**

**If your appointment begins on August 8, 2016, please submit ALL forms by May 6, 2016.**

**Please note, it will take time to complete the TB test, fingerprinting and the electronic form SF 85 (E-QIP). If you have not heard from HR by June 1, 2016 please call Guadalupe Carrillo to follow up.**

If you have any questions concerning your paperwork, please feel free to call Guadalupe (Lupe) Carrillo, Practicum Program Support Assistant at (650) 493-5000, extension 64778, or email her at [Gudalupe.Carrillo@va.gov](mailto:Gudalupe.Carrillo@va.gov)

Thank you for your cooperation in advance.

Sincerely,

Gary Miles, Ph.D.  
Practicum Program Coordinator  
VA Palo Alto Health Care System  
Psychology Service (116B)

## FORMS CHECKLIST AND INSTRUCTIONS FOR Practicum Students in Psychology Service

The pre-employment forms on this list can be accessed for your completion at <http://www.paloalto.va.gov/MentalHealth/PsychologyForms.asp> in the section titled *Required Human Resources Forms for All Psychology Trainees*. Read and very carefully follow the instructions on every form. Additional instructions are provided on this sheet to assist you in completing the forms with more accuracy and with less difficulty where errors or omissions often occur. If you have any questions, do not hesitate to call Guadalupe Carrillo, Program Support Assistant, Psychology Service, at 650-493-5000, extension 64778. ***Please use black ink only and write as legibly as possible.***

- **OF-306, Declaration for Federal Employment** – False statements on any part of this document may be grounds for not hiring you or for dismissing you after you begin work.

  - Complete boxes 1 through 6
  - Answer questions 7a through 15
  - Read 16 and respond accordingly
  - Read Certifications / Additional Questions and sign on line 17a, only. You will sign 17b the day you come on duty.
  
- **I-9, Employment Eligibility Form.**

  - Section 1, Page 7, complete, sign, and date
  - Section 2 will be completed by Human Resources
  - Check Page 9 to verify your eligibility and please provide photocopies of two IDs of the acceptable documents needed to verify your citizenship. The copies of the two IDs you provide should be the two original IDs you are going to present to Human Resources. You will need to include **one item from List A and one item from List B or C, OR one item each from List B and C.**
    - The most common forms used are a Certificate of Naturalization or Passport from List A and a birth certificate, or social security card and driver's license from List B and C.
    - **Note:** If you intend to use a school ID, only state school IDs are acceptable (e.g., San Jose State, Cal State Hayward/Cal State East Bay)
  - Please, bring your original items of identification with you when reporting to Human Resources for fingerprints/processing.
  
- **Employee Health Supplemental History Form**

  - Provide copy of documentation of immunizations or titres
  - Answer, sign documentation and place in a sealed envelope marked "Employee Health". Mail the envelope to Psychology Service with the other HR forms. HR should forward the envelope to Employee Health for your TB test.

- Complete a second original form to bring with you to Employee Health

**SF-93, Report of Medical History**

- Answer, sign documentation and place in a sealed envelope marked “Employee Health”. Mail the envelope in with the rest of your HR forms. HR should forward the envelope to Employee Health for your TB test.
- Complete a second original form to bring with you to Employee Health

**Complete the “Mandatory Training for Trainees” (MTT) and print out the certificate of completion.**

- Follow the [Instructions to Register through TMS](#) on the pre-employment forms webpage.
- Take your training *1 week before your start date* at the VA. Once done please email [Guadalupe.Carrillo@va.gov](mailto:Guadalupe.Carrillo@va.gov).
- **NOTE:** Please print a copy of the certification of completion. Send one copy to Ms. Carrillo and bring an extra copy with you whenever you come to Human Resources for processing.

**Information for Fingerprinting**

- Complete all boxes. Please note for the Occupation section enter “*Psychology Intern*” or “*Psychology Postdoctoral Fellow*” and for the Type of Hire section enter “*Temporary 1 year appointment*”.

**Information Required for VA PIV Enrollment**

- Complete and submit.
- **NOTE:** Leave the VA Email Address field blank. A VA email address will be assigned to you once your application is processed by Human Resources.

**Statement of Commitment and Understanding**

- Sign, fill in Position Title and date (Practicum, Psychology Intern / Psychology Postdoctoral Fellow)

**School Transcript(s) – Not a HR form** (must submit with your application)

**Curriculum Vitae – Not a HR form** (must submit with your application)

**If you have any questions about the MTT training or completion of these forms, do not hesitate to call Guadalupe Carrillo at (650) 493-5000, extension 64778.**

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**NOTE: Information Only**

**Electronic Questionnaires for Investigation Processing (E-QIP)**

Human Resources will notify you to proceed with the E-QIP process, upon receipt of your appointment package from Psychology Service. Upon completion of E-QIP data

entry process, you will be prompted to review for accuracy. Once all sections are accurate and complete, you must print, sign, and date the “Release of Information” and “E-QIP Certification” and forward them to the servicing HR Specialist as soon as possible.

**Personal Identification Verification – You will be completing this process in Human Resources (HR) when you come in for processing.**

- **Applicant must present two (2) forms of identification from the Accepted Identification Documentation List below.** The names on the identification **must** match exactly (If one ID has a full middle name, and the other has a middle initial, then the initial must match).

**Acceptable Identification Documentation Information**

**One Federal or State ID must contain a photograph.**

- Both IDs **must** be **original** documents
- Both IDs **must** be **currently valid**, not expired
- Please see the acceptable and unacceptable ID proofing examples provided below

**ACCEPTABLE NAME VARIATIONS**

ID # 1 – John Henry Smith; ID # 2 – John Henry Smith  
 ID # 1 – John H. Smith; ID # 2 – John H. Smith  
 ID # 1 – John Henry Smith; ID # 2 – John H. Smith

**UNACCEPTABLE NAME VARIATIONS**

ID # 1 – John Henry Smith; ID # 2 – John Smith  
 ID # 1 – John H. Smith; ID # 2 – John Smith

**ACCEPTED IDENTIFICATION DOCUMENTATION LIST**

<b>Picture ID From Federal or State Government</b>	<b>Non-Picture ID or Acceptable Picture ID not issued by Federal or State Government</b>
State-Issued Drivers License	Social Security Card
State-DMV-Issued ID Card	Certified Birth Certificate
U.S. Passport	State Voter Registration Card
Military ID Card	Native American Tribal Document
<b>Picture ID From Federal or State Government</b>	<b>Non-Picture ID or Acceptable Picture ID not issued by Federal or State Government</b>
U.S. Coast Guard Merchant Mariner card	Certificate of U.S. Citizenship (INS Form N-560 or N-561)
Foreign Passport with appropriate stamps	Certificate or Naturalization (INS Form N-550 or N-570)
Permanent Resident Card or Alien Registration Card with a photograph (INS Form I-151/I-551)	Certification of Birth Abroad Issued by the Department of State (Form FS-545 or Form DS-1350)
ID Card issued by federal or state government agencies	Permanent or Temporary resident card
	ID Card issued by local government agencies provided it includes the following information: name, date of birth, gender, height, eye color, and address
	Non-photo ID Card issued by federal or state government agencies provided it includes the following information: name, date of birth, gender, height, eye color, and address
	School ID with photograph
	Canadian Drivers License
	U.S. Citizen ID Card (Form I-179)