

Frequently Asked Questions

Q: What should I expect during the clearance process?

- Complete and return all paperwork provided to you
- Be fingerprinted
- Have a medical assessment which includes a drug screening and PPD/Tuberculosis test which **requires you to return 3 days after for nurse to read results.**

Q: How long does the clearance process usually take?

A: Clearance is dependent on an individual's personal schedule, it is a team effort and open communication between the applicant and staff member. If paperwork is completed in a timely fashion and scheduled appointments are met, clearance usually takes approximately 3-4 weeks.

Q: Do I have to be fully cleared before I begin my placement?

A: Yes. All paperwork should be completed by the applicant and returned to the Development department promptly. You should have completed your fingerprinting process and medical assessment with results.

Q: Do I have to provide references on my application?

A: Yes. Provide 3 references (non-relative) that we can contact.

Q: Is it okay to submit documentation from my primary physician instead of having a medical assessment with the Children's Village medical staff?

A: You can provide this documentation from your physician, if you have had a PPD/Tuberculosis test within the last year. However, you must have the drug screening with the medical department at the Children's Village. Either way, you must still meet with the Children's Village medical department.

Q: Do I have to have my medical assessment on the Dobbs Ferry Campus?

A: No. We have two locations where you can go. Harlem, NY and Dobbs Ferry, NY.

Q: Do I need to present a copy of my Driver's License or Permit to the Children's Village Development department?

A: Yes. We have to run it through the DMV LENS database

Q: Do I still sign and date the PREA (Prison Rape Elimination ACT of 2003) Training form without a witness present?

A: Yes you can sign the form. We will sign the form when you return it to the Development department. You will also receive further information regarding PREA in onboarding/training.

Q: Do I have to list my college address on the LDSS-3370 State Central Register Database Check form?

A: Only list permanent residencies and not temporary ones. **Dates must be in sequential order without any gaps between each residency.**

Q: Do I have to list everywhere I lived on the LDSS-3370 State Central Register Database Check form?

A: Yes we need 28 years of residency or to the extent of your birth.

Q: Do I have to list the addresses of my family members or roommates on the LDSS-3370 State Central Register Database Check form?

A: No. Although you must list anyone who is currently living with you, the residency is solely based on your history.