

# How to Get Hired as an AFJROTC Instructor

## (For New Applicants)

### **THE BASICS:**

- ✓ If you want to become an AFJROTC instructor, you must *first* apply via the AFJROTC website.
- ✓ Once you get an application letter of approval from Headquarters AFJROTC, you will also be provided with a worksheet to give to the school where you have applied. Once Headquarters AFJROTC receives back your endorsed worksheet confirming that you have applied at a school, you will then be scheduled for your AFJROTC Childcare Background Check.
- ✓ The AFJROTC Childcare Background Check is a comprehensive background check process that all AFJROTC instructors will undergo before hiring and periodically while still employed. This is regardless of any security clearance currently or previously held. Once the AFJROTC Childcare Background Check package is assembled and submitted to the investigating agency, a letter of certification can be issued to you.
- ✓ Only those individuals who possess a current instructor certification letter from Headquarters AFJROTC can become employed in, or remain employed in, an AFJROTC instructor position.

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**LOOKING AT ADVERTISED VACANCIES:** When an actual or pending instructor vacancy is known, Headquarters AFJROTC will advertise that vacancy on the AFJROTC website. You must look *only* for a vacancy that matches your rank category (officer or enlisted) and minimum degree (if stated).

**CANDIDATES CONTACTING SCHOOLS:** You are welcome to contact any school at any time to discuss potential AFJROTC employment. However, you must be clear about your AFJROTC instructor application status, background check and certification status.

**APPLYING TO A SCHOOL:** Before you apply to a school, you should obtain an approved application from Headquarters AFJROTC. Your AFJROTC application approval letter will include a *Confirmation of Filed Application Worksheet* that you will present to the school where you apply for employment. This worksheet must be completed and returned to Headquarters AFJROTC Instructor Management at [jrotc.jri@au.af.edu](mailto:jrotc.jri@au.af.edu) to confirm that you have applied at that school. Once Instructor Management receives this worksheet back, you will be scheduled for the AFJROTC Childcare Background Check. Once the background check is submitted to the investigation agency, Headquarters AFJROTC will send you a letter of certification that you can provide to the school where you applied.

### **AFJROTC WEBSITE:**

<https://www.afaccessionscenter.af.mil/Holm-Center/AFJROTC/Article-Display/Article/4011152/prospective-instructors/>

**QUESTIONS:** Any questions on this process should be directed to Headquarters AFJROTC Instructor Management at [jrotc.jri@au.af.edu](mailto:jrotc.jri@au.af.edu).