

# Staff File Checklist

All items are to be completed before staff members work with children, except as noted:

Staff file requirements:		
Name:		
Home address:		
Phone number:		
<input type="checkbox"/> Date of birth:	<input type="checkbox"/> Date of hire:	<input type="checkbox"/> Date of termination:
<input type="checkbox"/> Emergency contact name & number:		Date completed or documented:
<input type="checkbox"/> Job description		
<input type="checkbox"/> Application, résumé, or personal data sheet		
<input type="checkbox"/> Reference #1:		
<input type="checkbox"/> Reference #2:		
<input type="checkbox"/> Release of employment history form		
<input type="checkbox"/> Service letters: <input type="checkbox"/> Two additional references are required if unable to obtain at least one service letter		
<input type="checkbox"/> Orientation		
<input type="checkbox"/> Employee declaration		
<input type="checkbox"/> Adult abuse registry check		
<input type="checkbox"/> Initial and yearly review of child abuse recognition and reporting law	Dates	
<input type="checkbox"/> Acknowledgement that alcohol and illegal drugs are prohibited at work		
<input type="checkbox"/> Initial and yearly review of safe sleep procedures, if center serves infants	Dates	
<input type="checkbox"/> Training on proper handling, storage, preparation, and feeding of breast milk and formula, if applicable		
<input type="checkbox"/> Fingerprint appointment scheduled before start of employment		
<input type="checkbox"/> Fingerprint verification and criminal history report results (cannot be left alone with children until these are received)		
<input type="checkbox"/> Copy of driver's license, if transporting children		
<input type="checkbox"/> Physical (within 30 days – 60 days is permitted when unable to obtain an earlier appointment)		
<input type="checkbox"/> TB test or screening (within 30 days of hire)		
<input type="checkbox"/> Delaware First qualifications certificate (within 60 days of hire & cannot be alone with children until certificate is received)		
<input type="checkbox"/> CPR certification (within two months of hire)		
<input type="checkbox"/> First Aid certification (within two months of hire)		
<input type="checkbox"/> Professional development plan (within three months of hire)		
<input type="checkbox"/> Annual training hours		