

**STAFF FILE CHECKLIST
RULE # 130**

- Name, date of birth, home address and telephone number;
- Date of Employment or volunteer start date;
- Initial application;
- Reference letters;
- Release of employment history form, Service Letters obtained and/or pertinent documentation;
- Documents attesting to professional development plans and qualifications;
- Written records of required medical examinations and tuberculosis screening;
- A statement signed by the staff member stating the staff member's status relative to conviction, current indictment or involvement in any criminal activity involving violence against a person, child abuse or neglect; possession, sale or distribution of illegal drugs; sexual misconduct; gross irresponsibility or disregard for the safety of others; or serious violations of accepted standards of honesty or ethical behavior; or any case of child abuse or neglect substantiated by the Division of Family Services or the respective responsible entity in any other state of country;
- Verification of fingerprinting form
- Release form and verification of adult abuse registry check;
- If transporting children, a copy of a current driver's license;
- Copy of job description;
- Orientation form that includes written documentation that the information as required per ECE&SA# 176;
- Record of attendance at training regarding annual training hours and/or meeting qualifications;
- New Hires on or after 1/1/07* - Valid CPR and First Aid certificate for the age group for which the person is providing care within 6 months of hire;
- Existing Staff on 1/1/07* - Valid CPR and First Aid certificate for the age group for which the person is providing care by July 1, 2007
- Date of termination.