

STAFF INFORMATION CHECKLIST

NAME: _____

TITLE: Aide/ Intern./Asst. Grp. Sup./Grp. Sup./Director

*The following information must be completed before you begin working at Duck Hollow Discovery Learning Center. (Please put together file in this order.)

Name of form:

date:

STAFF DATA SHEET*

(dated when employment began)

STAFF HEALTH ASSESSMENT*

(updated every 2 years)

TB TEST*

(less than a year old)

CHILDCARE VERIFICATION FORM*

(experience with children)

DISCLOSURE STATEMENT*

(witness signature from director)

ACT 33-CHILD ABUSE

(less than a year old)

ACT 34-CRIMINAL RECORD

(less than a year old)

FINGERPRINTING

(less than a year old)

FIRST AID

(refer to card)

INFANT/CHILD CPR

(refer to card)

FIRE SAFETY

(updated annually)

EMERGENCY PREPARDNESS PLAN

(initial training/group training)

2 LETTERS OF RECOMMENDATION*

(non-relative, rather from childcare experience)

30 HOURS OF CEU's/TRANSCRIPT

(must be current)

ASSOC./BACH./MASTER DEGREE
