

FOLDER CHECKLIST

Staff Name: _____

1. APPLICATION
2. THREE REFERENCES
3. CJIS Clearance
4. CPS Clearance
5. DOCUMENTATION OF EDUCATION
6. ORIENTATION
7. TRAINING DOCUMENTATION
8. ANNUAL PHYSICAL
9. TUBERCOSIS SCREENING
10. CURRENT CPR
11. CURRENT FIRST AID
12. JOB DESCRIPTION
13. CONFIDENTIALITY
14. CHILD ABUSE STATEMENT
15. ANNUAL PERFORMANCE EVALUATION
16. EMPLOYMENT ELIGIBILITY
17. CREDENTIALS
18. STATE ID/DRIVERS LICENSE/SSC
19. DDA CORE CERTIFICATES
20. DHR CHILDREN CERTIFICATES
21. BPS
22. MTTP CERTIFICATE
23. RECEIPT OF POL & PROC