**Florida Staff File Checklist**

**Employment Application:**

|  |  |
| --- | --- |
| ☐  | Page 1, 2 and 3  |
| ☐  | 10-Year Work History  |
| ☐  | Employee Agreement  |
| ☐  | Employee Acknowledgment & Arbitration Forms Signed  |
| ☐  | Employee Handbook Signed  |
| ☐  | Staff Orientation Form  |
| ☐  | I-9 Eligibility Verification Form  |
| ☐  | Supplement Form  |
| ☐  | Affidavit of Good Moral Character  |
| ☐  | Child Abuse & Neglect Form  |
| ☐  | Reference Checks  |

**Criminal Record Screening:**

|  |  |
| --- | --- |
| ☐  | FL Background Screening  |
| ☐  | Copy of Level 2 clearance from Clearinghouse  |
| ☐  | Copy of requests for out of state Child Abuse & Neglect registries for anyone living out of state in last 5 years  |
| ☐  | Copy of search made for out of state sexual offender/predator registries for anyone living out of state in last 5 years  |

**Payroll:**

☐ Payroll Leasing Master File Copies

or

☐ DP Payroll Master File Copies

☐ W-4 Federal Tax Form

**Training:**

|  |  |
| --- | --- |
| ☐  | 45 Hours Childcare Training  |
| ☐  | CPR/First Aid  |
| ☐  | Fire Extinguisher Training  |
| ☐  | Staff Credential  |
| ☐  | In Service Record  |

