**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 |

