

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

