Child Placing Agency Staff File Checklist

All items are to be completed before staff members work with children, except as noted:

|  |  |  |
| --- | --- | --- |
| Staff file requirements: |  |  |
| Name: | **Position:** |
| Home address: |
| Phone number: |
| * Date of birth:
 | * **Date of hire:**
 | * **Date of termination:**
 |
| * Emergency contact name & number:
 | **Date completed** **or documented:** |
| * Application, résumé, or personal data sheet
 |  |
| * Reference #1:
 |  |
| * Reference #2:
 |  |
| * Release of employment history form
 |  |
| * Service letters:
* Two additional references are required if unable to obtain at least one service letter
 |  |
| * Proof of qualification(s)
 |  |
| * Physical (within 30 days)
 |  |
| * TB test or risk assessment (within 30 days of hire)
 |  |
| * Employee declaration
 |  |
| * Fingerprint appointment scheduled before start of employment
 |  |
| * Fingerprint verification and criminal history report results

(cannot be left alone with children until these are received) |  |
| * Adult abuse registry check
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| * Acknowledgement that alcohol and illegal drugs are prohibited at work
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| * Acknowledgement of child abuse and neglect mandated reporting requirements
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| * Acknowledgement of receipt of agency policies, including confidentiality
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| * Copy of driver’s license, if transporting children
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| * Proof of vehicle insurance, if transporting children
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| * Job description
 |  |
| * Orientation (within 30 days of hire)
 |  |
| * Annual training hours
 |  |
| * Annual performance evaluation (signed & dated)
 |  |