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 | | | | |  |
| * Acknowledgement that alcohol and illegal drugs are prohibited at work | | | | |  |
| * Acknowledgement of child abuse and neglect mandated reporting requirements | | | | |  |
| * Acknowledgement of receipt of agency policies, including confidentiality | | | | |  |
| * Copy of driver’s license, if transporting children | | | | |  |
| * Proof of vehicle insurance, if transporting children | | | | |  |
| * Job description | | | | |  |
| * Orientation (within 30 days of hire) | | | | |  |
| * Annual training hours | | | | |  |
| * Annual performance evaluation (signed & dated) | | | | |  |