

MINIMUM PERSONNEL FILE CONTENTS

Employee Name: _____

___ Application for employment

(Must include: name, street and mailing address, birth date, social security number, telephone number and training, education, experience and other qualifications)

___ Written references

(or clear documentation of verbal contact, to include evaluation of employees and volunteer's ability, character and suitability for work with children)

___ Annual evaluation(s) of employee's performance completed by the director or immediate supervisor

(Signed by the employee and evaluator)

___ Training Log

(Included running total of annual training hours)

___ Dates of hire and termination

(Reasons for termination must be kept in the employee record for a minimum of one year)

___ Statement signed by the employee certifying that the licensing rules have been read and understood

___ Copy of State Bureau of Investigation criminal history report

(This must be applied for prior to or at the time of employment)

___ Annual DMV driving history check

(All persons employed in any Child Care Facility in a capacity involving the transporting of minors as stated in the Child Protection Act, Title 17 M.R.S.A.-chapter 92)

___ Child Protective Services history check

___ CPR/FA credential with expiration date

___ Documentation of any disciplinary action

___ Immunization records

(As required by Section 17.1.4: all employees born after 1956)