

MINIMUM PERSONNEL FILE CONTENTS: CENTER

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; include evaluations of employee's 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 the evaluator)

- Training log

(Including 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

(For all persons employed in any capacity involving the transporting of minors)

- Child Protective Services history check

- CPR/First Aid credential with expiration date

(CPR must include a hands-on skill test)

- Documentation of any disciplinary action

- Immunization records

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