



## EMPLOYEE FILE CHECKLIST

**Employee Name:** \_\_\_\_\_

**Employment Date:** \_\_\_\_\_

Employment Application Education Proof Affidavit of Good Moral Character Acknowledgement Form (Annual) Training Transcript including Staff Credential Verification	All on file prior to employment
Local Criminal Records Result Final DCF Fingerprint Screening Result Employment History Check (2 year)	All on file prior to employment
Start 40 Hour Training Completed 40 Hour Training	Within 90 days of Employment Within 15 months in Child Care Industry
Literacy Training	Completed within one (1) year of employment
Approved Infant Training (if applicable)	Completed within 90 days of employment if caring for infants.
First Aid Certificate Infant/Child CPR Certificate Annual Physical for Vehicle Driver Current Driver's License	When applicable
5 Year Local Criminal Records Check 5 Year Fingerprint Results	5 years from original date